



**ST. JOSEPH'S**  
CATHOLIC PRIMARY AND NURSERY SCHOOL  
'LEARNING TO LOVE, LOVING TO LEARN'

## **ST JOSEPH'S CATHOLIC PRIMARY SCHOOL NURSERY CHARGING POLICY – INFORMATION FOR PARENTS**

St Joseph's Catholic School Nursery supports the entitlement to 15 hours free early years provision for 3 and 4 year olds in a teacher led session.

Universal free 15 hours provision is available from the term following a child's third birthday up until they reach compulsory school age, for every child irrespective of background or family circumstances.

Regulations prescribe that children become eligible for a free place on the dates set out below:

A child born in the period	Will become eligible for a free place
1st April to 31st August	1st September following a child's 3rd birthday (Autumn school term)
1st September to 31st December	1st January following a child's 3rd birthday (Spring school term)
1st January to 31st March	1st April following a child's 3rd birthday (Summer school term)

### **Scope**

The Education Act 2002 offered the opportunity to develop childcare within the maintained sector

Maintained schools are being encouraged to develop 'wrap around' day care for 3 and 4 year olds attending funded Early Years Foundation Stage (EYFS) Education.

The Department for Education advises that while free entitlement at the point of delivery is statutory, provision beyond 15 hours is not and therefore can be charged, in line with the power to charge for extended services. See Child Care Act 2006 (secretary of state's code of practice 2010).

The Governing Board of St Joseph's Catholic Primary School makes charges for additional child care under section 27 of the Education Act 2002.



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**Purpose of 'wrap around' care**

The extended provision will help parents to return to work, education and training. This will support families in reducing the impact of poverty.

For children with working parents the provision enables access to quality child care throughout the day in a single setting. This enhances children's well-being promoting secure foundations for future learning and life.

**Aims of the Policy**

Ensure that charges are fair and affordable.

To uphold the Government's policy of free entitlement for 15 hours a week over 38 weeks of the year will be maintained subject to session availability.

Ensure that childcare is flexible and meets the needs of working parents.

Ensure that parents can identify on their invoice the charges made in relation to additional hours above the 15 free hours.

A review will be made each year in April to be implemented in the Autumn Term. Any increase in charges will be made primarily to sustain the Nursery provision.

Parents will be informed well in advance of any increase in charging (1 term).

**Child Care Charges**

Child care provision will be available from 9.00am to 3.15pm, five days a week for 38 weeks of the Year (190 days).

Parents are not obliged to purchase additional hours in order to secure a free place.

The charging policy covers children accessing day care additional to Early Years Foundation Stage funded education.

No charge can be made for the Early Years Foundation Stage funded education place of 15 hours per week but parents can purchase additional childcare provision where available.

The costings are based on resource requirements to meet Early Years Foundation Stage requirements as specified by Ofsted.



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### Pricing Structure

Additional childcare may be purchased at £16.00 per session from September.

Morning Session	9.00am – 12.00pm
Afternoon Session	12.15 – 3.15pm

Charges will be for the duration of sessions booked irrespective of the length of stay.

An additional charge of £2.20 per day (effective 1 April 2018) will be made for children having a school lunch this is paid on-line via Parent Pay. **Please note this will only apply to children who are in school for the Full Day.** (For example Morning Session Free and Afternoon Session Paid or Morning Session Paid and Afternoon Session Free)

An additional charge of £5.00 will be charged for any part of each ½ hour in respect of late pick up for any session. This is to cover additional staffing costs incurred. When parents are persistently late the school reserves the right to cancel the child's place.

### Payment Details

Parents will be invoiced for sessions attended above the 15 hours free entitlement.

All fees are invoiced in advance on the first day of each month and should be paid within 5 working days. Payment can be made by cash or cheque.

Any charges arising from payment in un-cleared funds will be passed on to the parent.

The school accepts childcare vouchers as payment or part payment of fees.

Charges will be made for sessions when the nursery is closed due to circumstances beyond the school's control e.g. extreme weather or for health and safety reasons. This is because the overheads of the Nursery, such as staffing, still need to be covered.

No refunds will be made for sessions not attended.

Voluntary contributions may be requested for additional events such as visits or special occasions. Parents will be notified of these in advance. The notice period for withdrawing from the Nursery is half a school term.

### Non-payment of fees

If payment has not been received within 4 weeks of the invoice date then the school reserves the right to cancel the child's place.

Payment of unpaid fees will be recovered in accordance with the School's Meals Debt Write-off Policy.



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### **Support for Childcare Costs**

Parents can access a range of tax benefits and grants to support childcare costs. Information can be found on the Family Information Service website [www.fis.gov.uk](http://www.fis.gov.uk) or <https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know> There is a calculator on [www.childcare.tax.service.gov.uk](http://www.childcare.tax.service.gov.uk) where parents can enter their details and decide whether Tax Free childcare or Tax Credits is the best option for them.

The school is an Ofsted registered childcare provider and is able to accept Childcare Vouchers as payment or part payment.

30 hours free childcare for working parents: To find out your eligibility for 30 hours extended childcare, check on the [fis.wandsworth.gov.uk/](http://www.fis.wandsworth.gov.uk/) website <http://search3.openobjects.com/kb5/wandsworth/fsd/service.page?id=J9V83FjeagO&familychannel=2248>

### **Changes to sessions**

Unfortunately, we are unable to accommodate short term changes to Nursery sessions such as changing from a Thursday morning to a Friday afternoon for one week only. The school will however, do its best to work with parents to accommodate longer term changes. This is subject to session availability.

### **Application for a Nursery Place**

Applications can be made anytime following a child's second birthday.

The application form needs to be completed and returned to the school office a term in advance of the start date. Application forms are available on the school website and from the school office.

All applications will be considered in accordance with schools Nursery Admissions Policy.

### **Review and Monitoring**

This policy will be monitored by the Finance, Premises and Personnel Committee and will be agreed on an annual basis by the Full Governing Board.

**POLICY REVIEW TERM:** ANNUAL

**Policy reviewed:** April 2018

**Next review:** April 2019