



# NURSERY CHARGING POLICY

## *- Journeying Together in Faith-*

### **Our Mission Statement**

*We seek to inspire in children the joy and wonder of learning, through cherishing, nurturing, supporting and challenging each one, whatever their talents and needs. As we journey together with Christ, we aim to develop in all children intellectual curiosity, creative endeavour, compassion for others and the courage to act on their beliefs.*

Date of last review:

November 2018

Date of next review:

November 2019

### **1. St Mary & St Peter Catholic Primary School on-site Nursery:**

- 1.1. The Nursery provides sessional and school hour care for children in the year prior to starting Reception class.
- 1.2. Nursery childcare is available 9am-12.00 pm, Monday to Friday, term time only and is closed for teacher training days in line with the school calendar.

### **2. Free Funded Places:**

- 2.1. All children are entitled to a free funded place for 15 hours a week for the year prior to starting Reception class.
- 2.2. Funded sessions are from 9am-12pm, Monday to Friday.
- 2.3. A funding claim form will be sent to parents to complete at the end of each term to ensure funding is received in the following term. This form must be fully completed and signed by the parent.

### **3. 30 hours funding entitlement: N/A at present as we do not offer 30 hours**

- 3.1. Children whose parents are eligible for the new 30 hours funding entitlement are offered further funded sessions. These run from 12pm-3pm, Monday to Friday although parents are able to book any number of weekly afternoon sessions.
- 3.2. Sessions must be booked at the end of each term ready for the next term, and for a term at a time. Once booked, sessions cannot be changed until the next term.
- 3.3. Parents must apply for an eligibility code online.
- 3.4. An eligibility code must be provided every 3 months by the parent in order for this entitlement to continue. This is the responsibility of HMRC to notify parents that they are required to re-apply for eligibility and the parent's responsibility to notify the Nursery of the new code.

- 3.5. A funding claim form will be sent to parents to complete at the end of each term to ensure funding is received in the following term. This form must be fully completed, including the current eligibility code, and signed by the parent.
- 3.6. No charge will be made to parents for these funded hours unless a session is missed due to an unauthorised absence (please see section 9)

**4. Unfunded Childcare: N/A at present as we do not offer 30 hours**

- 4.1. Children who receive the universal 15 hours funding but are not eligible for the 30 hours funding entitlement, can book and pay for afternoon sessions from 12pm-3pm, Monday to Friday, term time only.
- 4.2. These are currently charged at £10 per session and must be booked at the end of each half term ready for the next half term, and for a half term at a time.
- 4.3. Once booked, these sessions cannot be cancelled until the next half term booking period however additional sessions can be added if required with agreement of the Nursery staff.
- 4.4. An invoice is produced half termly once sessions are confirmed and payment is via our online payments system, Wisepay, childcare vouchers or through a tax-free childcare account. No cash is accepted at the school.
- 4.5. Payment will still be required for booked sessions even if your child does not attend (see section 9).
- 4.6. Payment of additional or ad-hoc sessions booked during the half term will be through the next half terms invoice.

**5. Lunch: N/A at present we do not offer extended provision**

- 5.1. Children who are staying from 9am-3pm are invited to bring their own packed lunch or parents can book a hot lunch from our school kitchen via Wisepay.
- 5.2. Hot lunches are charged at £2.30 per meal and are paid via Wisepay when booking. No cash is accepted at the school.

**6. Snacks:**

- 6.1. Nursery children receive a free funded portion of fruit during each morning session.

**7. Increase in fees: N/A at present as we do not offer unfunded sessions**

- 7.1. If we need to increase fees for unfunded afternoon sessions, we will give you one terms notice.

**8. Payment terms: N/A we do not offer unfunded session**

- 8.1. A deposit or registration fee will not be charged for any funded or unfunded places at the Nursery.
- 8.2. No 'top-up' fees will be charged to subsidise funded entitlements.
- 8.3. Once an invoice is raised for unfunded childcare fees, payment must be made within 2 weeks. Invoices will not be raised if all hours are covered by the funding entitlement and the balance is zero.
- 8.4. A reminder will be sent if payment is not received after this time period. Unfunded afternoon sessions will be stopped for your child if payment is not received. If you have any issues with making payments, please speak to the Finance Manager in the main school office. The school has a separate bad debt policy which will be followed where necessary.

**9. Absence during funded hours (15 and 30 hour funding if applicable):**

9.1. If your child is absent from school due to illness or an authorised absence there will be no charge.

**10. Absence during pre-booked unfunded afternoon hours: N/A we do not offer funded hours**

10.1. If your child is absent from Nursery for any reason and an afternoon session has been pre-booked, this will still be charged.

**11. Unavoidable school closures:**

11.1. The school policy and procedures apply. Nursery is closed for the main school holidays and training days. Should the Nursery be closed for reasons beyond our control, such as adverse weather conditions, you will still be charged for any pre-booked unfunded afternoon sessions as the Nursery will still need to cover staffing costs. Funded sessions will not have any additional charges for parents as the school can claim Local Authority funding for short term school closures.

**12. Trips and activities:**

12.1. Nursery will run a small number of trips and activities throughout the year. Due to additional costs to the school, parents will be asked for a voluntary donation towards the activity for additional resources or trip costs such as coaches and entrance fees. This donation should be made via Wisepay. No invoice will be raised for this donation.

**13. Early Years Pupil Premium (EYPP):**

13.1. For children who may be eligible for Early Years Pupil Premium (EYPP), parents should complete the relevant section on the funding claim form.

13.2. Once the funding has been confirmed by Early Years Finance, it will be allocated following a needs analysis, which will identify appropriate resources and support to progress their learning and development.

**14. Disability Access Fund**

14.1. If your child receives Disability Living Allowance, Nursery may be eligible to receive Disability Access funding.

14.2. Parents need to visit the school office to complete an application form for the Nursery to claim this funding.

**15. Summary Pricing Structure**

	£	Details	Payment method
Monday-Friday AM session (9am-12pm)	0	Funding by Universal free 15 hours	n/a
Monday-Friday PM session (12pm-3pm)	0	N/A setting does not offer extended hours	n/a

Monday-Friday PM session (12pm-3pm)	N/A	N/A setting does not offer extended hours	n/a
Monday-Friday PM session (12pm-3pm)	0	N/A setting does not offer extended hours	n/a
Hot lunch provided by our school catering staff (if staying 9-3)	N/A	N/A setting does not offer extended hours	n/a



# Bullying Report Form

This form must be given to the **Mrs Long** upon completion:

## Personal details

Name of person reporting incident:		
Name of pupil(s) being bullied:		
Gender: male / female		
Year group:		
<b>How may we contact you (please circle)?</b>		
	At school	At home
Home address:		
Email:		
Telephone:		

## Incident details

**What happened?**

**Where did the incident take place?**

**When did the incident occur?**

**Who has been suspected of bullying?**

**Did anyone else see the incident?**

**According to the victim, how often does the bullying take place?**

**According to the victim, how long has the bullying been going on?**

## Impact of the bullying

**What emotional impact has the bullying had on the pupil?**

**Was anyone physically hurt?**

**Did anyone need medical attention?**

**Has anyone else been informed of the bullying?**

**If so, when were they informed?**

**If not, why has the incident not been reported?**



## Help and support

**What type of help and support are available to the victim?**

**Do you have any concerns about reporting the bullying?**

**What more do you think could be done to help prevent instances like this in future?**