

STAGHILLS NURSERY SCHOOL

Charging Policy



Reviewed: Sept 2025
Next Review: Sept 2026

Staghills Nursery School

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The school provides 5 morning sessions of 3 hours each session (universal entitlement) and Free Early Entitlement and Expanded Entitlement for eligible children from 9 months old.

Sessions

In addition, parents can pay for extra hours/sessions through the school. Please see prices attached at the end of this policy.

Two weeks notice is required to terminate any fee paying extended services.

In order to provide the school with additional day to day finance, families are asked for a termly voluntary contribution.

Charges are reviewed annually.

These contributions help to fund activities such as:

- Daily snacks.
- Ingredients for baking.
- Subsidising outings.
- Visitors to school.
- Gifts for children to support festival celebrations
- Purchase of additional materials to enhance the curriculum.

Parents of 2, 3 and 4 year olds are encouraged to make their contributions to school.

All contributions will be banked in the unofficial school fund.

Lost library books will be charged as £5 per book and £5 per Book Bag.

Outings

Outings form an important function in the children's curriculum. They can reinforce a topic as well as having an important function in their own right.

In order for all children to have access to outings, school will use the unofficial school fund to subsidise outings.

- Parents will be asked to contribute specifically to an outing.
- Costings will be given to the parents and an amount of not more than 60% will be charged.
- No child will be stopped from going on an outing even if an additional payment is not made by the family.
- Where insufficient funds have been contributed, then the outing will be cancelled.
- Families will be given adequate notice of charges to be made so that payment can be made at a convenient time to themselves.

Visitors to school

To enhance the early years curriculum within the school environment visits to school are encouraged to provide experiences that are not within the scope of the school such as music performers and mini-beasts.

- School will use the unofficial school fund for these additional enhancements to the curriculum.
- Parents may be asked to make voluntary contributions towards the costs of these events.

Specialist learning

On occasion a specialist learning programme comes available that will enhance the children's learning as part of the EYFS curriculum.

A charge will be made to participating families to cover the cost of the group.

- School will provide a room at no cost to the external provider or the families.
- Should the charges fail to cover the costs e.g. children not coming, school will make a contribution.
- Any appropriate grants may be applied for to help provide the extra curricular learning opportunity.

Extended Services

The school is used for Staghills Nursery School extended services.

The charging for extra sessions is stated in this policy and are charged once the one hour visit (where parents stay on the premises) has been completed. Parents accept the offer of a place in the extended services from the child's first day, as stated in the signed contract and will be charged for the full contracted hours after the one-hour visit. Where a child is not settled, the nursery school induction process will support the child and parent in settling in. However, this will be charged at the full contractual rate for parents using extended services outside their child's funded hours. Where payment is not made in advance of the extended session, an alternative of the free hours will be offered, at the headteacher's discretion.

Room use for outside agencies

Classrooms can be available at the end of the school day or during the school day for agencies that maybe dealing with a family within the nursery.

- No charge will be made for this use.
- It is expected that agencies and families will be responsible for the room at these times.

School Documents

School has a responsibility to make available school documents relating to policies and procedures in school. The documents are kept in the office and will be available to interested adults on request.

Should anyone require personal copies then these will be charged for.

- documents up to and including 4 sides - free
- documents over 4 sides and up to 10 sides - 50p
- larger documents - charges on request
- requests for documents to be posted will incur a postage fee in addition to the charge of the document.

Late Charges

Where a child is not collected on time as set out in the nursery school's offer that a parent has accepted i.e. by 11.30am, 2.30pm, 3.15pm an initial charge of £5 will apply for the first five minutes. This will be monitored by the headteacher for persistently late collections.

After School Club Late Charges

After School Club runs until 5.30pm every day. Children who attend After School Club MUST be collected no later than 5.30pm. Late charges for After School Club are as follows:

Collection that is after 5.30pm -5.35pm will be charged as £7. Late collection that is 5.35pm or after will be charged at £8 for every five minutes thereafter. Parents will receive a Late Slip detailing time and payment.

Extended Services Offer

15 Hour Children

Please select your sessions by ticking the relevant boxes				
	Breakfast Club 7.45 – 8.30 £4.50	Lunch Club 11.30 – 12.15 £4.50 Packed Lunch <i>Subject to availability</i>	From 11.30am - 3.15pm £26.00 (includes hot lunch)	From 11.30- 5.30pm £40 (includes hot lunch)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Please note, any changes to your above sessions will require a two week notice period.				

30 Hour Offer

Please select your sessions by ticking the relevant boxes						
	Breakfast Club 7.45 – 8.30 £4.50	From 8.30 – 2.30 pm <i>No Charge if Packed Lunch</i>	Or	From 8.30 – 2.30 pm <i>Hot Dinner</i> £5.00	From 2.30 - 3.15 pm £4.50	From 2.30 – 5.30 pm £20.00
Monday			or			
Tuesday			or			
Wednesday			or			
Thursday			or			
Friday			or			
Please note, any changes to your above sessions will require a two week notice period.						

30 Hour Children (Acorn Room)

Please select your sessions by ticking the relevant boxes						
	Breakfast Club 7.45 – 8.30 £4.50	From 8.30 – 2.30 pm <i>No Charge if Packed Lunch</i>	Or	From 8.30 – 2.30 pm <i>Hot Dinner</i> £5.00	From 2.30 - 3.15 pm £8.50	From 2.30 – 5.30 pm £30.00
Monday			or			
Tuesday			or			
Wednesday			or			
Thursday			or			
Friday			or			
Please note, any changes to your above sessions will require a two week notice period.						

All payments are required to be paid online into Bank Account Number 63473953, Sort Code 20-09-72.

We accept all childcare vouchers and are also a registered provider of Tax Free Childcare, visit Childcare Choices website for more information.

All places are Term Time for all children, provision is provided in the holidays, booking is essential.

We will be closed for 2 weeks at Christmas and the last 2 weeks in August - Dates are confirmed on the holiday lists on the school website.

Holiday Club Charges			
Session	0-2 Years	2-5 Years	
Morning (8am – 12.45pm)	£32	£31	
Afternoon (12.45pm – 5.30pm)	£32	£31	
Day (8am – 5.30pm)	£49	£48	