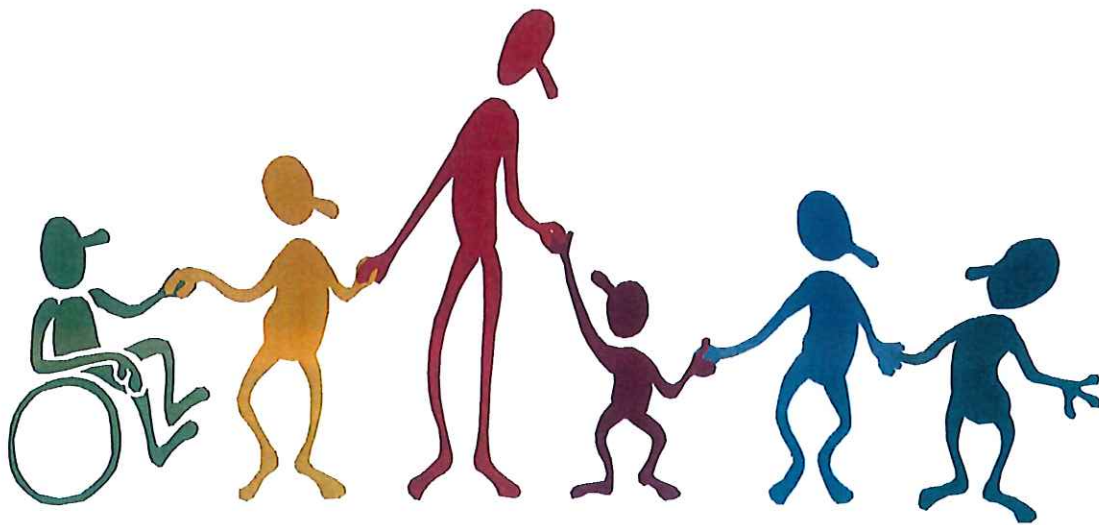


# Wrekin View Primary School and Nursery



## Nursery Childcare Charging Policy May 2019

Learning Together To Achieve Forever



Reviewed Date: May 2018

[https://telfordeducation.sharepoint.com/sites/taw500/DocumentCentre/Admin Governance/Meetings/Committee 1- Finance, Personnel and 1-188/20160518/8.9 - Childcare Charging Policy - May 2016.docx](https://telfordeducation.sharepoint.com/sites/taw500/DocumentCentre/Admin%20Governance/Meetings/Committee%201-%20Finance,%20Personnel%20and%201-188/20160518/8.9-Childcare%20Charging%20Policy-%20May%202016.docx)

## 1. Introduction

Wrekin View Nursery supports the entitlement to free 15 hours early years provision for 3 and 4 year olds.

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 free early years provision on the dates set out below:

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

## 2. Scope

- The Education Act 2002 offers the opportunity to develop the provision of childcare within maintained schools.
- Maintained schools are being encouraged to develop 'wraparound' day care for 3 and 4 year olds attending funded Early Years Foundation Stage Education.
- The Department of Education advises schools that while the free entitlement at the point of delivery is statutory, provision beyond 15 hours is not and therefore can be charged for, in line with the power to charge for extended services. See Childcare Act 2006 the Secretary of States "Code of Practice 2010".
- The Governing Body of Wrekin View Primary School & Nursery makes its charges for additional childcare under Section 27 of the Education Act 2002.
- The opportunity of on-site wraparound care will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life.

- The provision of quality nursery places for 3 and 4 year olds will help parents to return to work, education and training. This will support families in reducing the impact of poverty.
- Minimum requirement of acceptance of a place for free early years entitlement at Wrekin View Nursery is 2 x 3 hour sessions

### 3. **Aims**

- Ensure our charges are fair and affordable.
- Review all charges annually (Spring Term for September)
- All parents/carers will be given notice of increased charges in the term prior to its effective date (Autumn Term)
- The primary objective of any monetary increase is made to sustain the nursery and staffing costs.
- We will be aware of the charges made by other nursery providers.
- The Governments' free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability.
- Ensure that the childcare we offer is flexible and meets the needs of working parents.
- Ensure parents can easily identify on their invoice what charges are in relation to the additional hours from their free provision.

### 4. **Childcare Charges**

- Childcare provision will be available from 8.30am to 3.15pm (6.75 hours), five days a week during term time only (including optional lunchtime).
- Parents are not obliged to purchase additional hours or pay lunchtime charges in order to secure free provision.
- The Charging Policy covers children accessing day care additional to the Early Year Foundation Stage funded education (currently 15 hours).
- The costings are based on resource requirements to meet Early Years Foundation Stage and Ofsted regulations.



## 5. Registration of Interest

You can register an interest in a place at Wrekin View Nursery for your child by e-mailing the school ([a2204@telford.gov.uk](mailto:a2204@telford.gov.uk)) or visiting the school office any time after your child is born. The Nursery Manager will then get in contact with you during the term before your child starts with us. You can also request an informal visit to the Nursery should you wish to see the environment.

## 6. Pricing Structure

- Additional child care may be purchased at a cost of £4.00 per hour through the current Nursery Open Hours (September 2018)
- Lunchtime Care is  $\frac{3}{4}$  of an hour and will be charged at £3.00 per session
- School Dinners are charged separately at the normal T&W dinner rate currently of £2.30 payable in advance by cash or cheque (made payable to Telford & Wrekin), and is in addition to the £3 lunchtime care charge above, which should be secured in an envelope and posted into one of the two red boxes in school. Hot meals are available and you can order and buy from the Sandwich Bar, details are available on our school website.
- Parents do not have to book the full session, they can book additional single hours in advance in agreement with the Nursery Manager
- Parents will only be invoiced for those sessions not covered by the free nursery entitlement
- Please note that the lunchtime session does not attract nursery funding and is charged in full at the normal hourly rate.

## 7. Timing of Payments

- All fees are payable in advance on the first of each month.
- Payment by PMX, cheque or cash
- Any charges arising from payment in un-cleared funds will be passed on to the parent.
- Charges will be made for sessions even when a child is absent through sickness or personal holidays.
- Charges will be made for sessions when the nursery is unable to open due to circumstances beyond our control e.g. extreme weather, flooding etc

(This is because the overheads of the nursery such as staffing still have to be covered.)

- The notice period for withdrawing a child from Wrekin View Nursery is one calendar month.

- If an arrangement has not been made with the school and your account remains unpaid for one calendar month, your child may lose their place at our Nursery.

**8. 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, as this makes planning appropriate staffing cover very difficult and increases administrative time and costs.

**9. Additional fees**

Wrekin View Primary School & Nursery reserves the right to impose charges for late collection of children or for the non-collection of children up to £4.00 for every 15 minutes, to cover the additional staff costs incurred.

**10. Support for Childcare Costs**

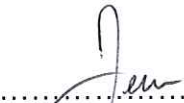
Parents/carers may be able to access a range of tax benefits and grants to support child care cost and information will be available directly from the local authority.

Childcare costs cannot be met directly from the school' budget.

**11. Review**

This policy will be reviewed annually in the Summer Term and any changes to charges will be with effect 1 September.

Signed by:

Chair of governors .....  .....

Date ..... 26/03/19 .....

Headteacher .....  .....

Date ..... 11.3.19 .....

Appendix 1  
to Wrekin View Primary School  
Childcare Charging Policy  
Dated May 2019



Wrekin View

Wrekin View Primary School & Nursery

Session	Including	Cost
15 hours	Free Entitlement	£0.00
30 hours	Entitlement on Proof of eligibility code	£0.00
Lunchtime Care (each session) 1130-1215	Lunchtime Care (with packed lunch from home provided)	£3.00
Morning/Afternoon Sessions	per Hour Session of 3 hours	£4.00 £12.00
Late Collection	For each full 15 minutes of late collection a supplement will be charged to pay for additional staffing costs	£4.00 per 15 minutes
School Dinner or Sandwich Bar	School Dinners will be charged at the normal cost of a school meal, dictated by T&W Catering Services Payable separately and in advance	£2.30

Please note:

There will be a time where partial/full wraparound facilities will become available for Nursery children.

Unfortunately this offer is not currently sustainable or financially viable at this time.

We will keep all of our parents up to date with progress.