



# Crowle Primary Academy

## Nursery Charging policy



This policy sets out the terms and conditions for top-hours for children accessing 30 free hours per week funding for children aged three and four years.

### **Nursery Session Times**

#### *Beginning of the Week Nursery*

Monday and Tuesday - 8.30 am until 3pm (13hrs)

Wednesday am – 8.30 until 11am (2.5hrs)

#### *End of the Week Nursery*

Wednesday pm – 12.30pm until 3pm (2.5hrs)

Thursday and Friday - 8.30 am until 3pm (13hrs)

#### *Full-time Nursery (children with 30hr funding)*

Monday to Thursday - 8.30 am until 3pm (26hrs)

Friday 8.30am until 12.30pm (4hrs)

### **Top up Provision**

Additional sessions will be offered to children aged 3 and 4 who are accessing the 30hrs free funding (15 hours free provision and the additional 15 hours extended entitlement)

### **Admissions Policy**

The school offers two intakes for nursery aged children each year. One intake in September of each year and one intake in January depending on places available after the January admission. Children are admitted during the academic year (1 September to 31 August) in which they attain their fourth birthday. Mid-term admissions can only take place in exceptional circumstances. Please refer to Nursery Admissions Policy.

Parents who are eligible are invited to express an interest in a 30hr free funding place and in purchasing top-up additional hours when they apply for free nursery provision.

### **Charges**

- The charge for top-up session (Friday 12.30am – 3pm) is £12.50. Charges will be reviewed annually.
- We operate a phased start during the first week of new intakes to ensure we provide the best possible experience for your child so that he/she settles quickly. We will agree with you in advance a date when the additional hours will take effect from.
- The phasing period will not apply to children starting mid-year unless parents specifically request this.
- We reserve the right to apply additional charges if children are not collected on time.

### **Additional charges**

Occasionally we may ask you for a voluntary contribution towards an educational visit or other school based activity. We will send you a separate letter on each occasion, outlining details of the activity and proposed costs.



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### **Payment methods**

Invoices will be issued monthly in advance. Payment to be made through your child's Parent Pay Account.

### **Absences**

If your child is absent from school for any reason then chargeable hours will still apply. Applications for temporary variations in hours will not be accepted. Please note that your child's nursery place may be withdrawn if he/she is absent for prolonged periods.

### **Termination**

Parents will be required to sign an agreement for the full academic year or part thereof if admitted mid-year. Termination of chargeable hours may be made with one half term's notice. Payment equivalent to one half term's charges will be required for immediate cancellation of provision.

### **Late payments**

Payment of invoices should be made within fourteen days of issue. Payment after this date may be liable to additional collection charges. Continued non-payment will result in the withdrawal of the additional chargeable sessions. This will not affect your child's entitlement to flexible free provision.

### **Review**

We will review the terms of this policy on an annual basis.

*Written by: Erica Fawcett and Michelle Stocks  
Date written: February 2020  
Agreed by governors:*