



Letting Our Light Shine

## Leintwardine Endowed C.E. Primary School

### Charging Policy for Nursery

|                            |                  |                         |
|----------------------------|------------------|-------------------------|
| <b>Approved by:</b>        | Head Teacher/SBM | <b>Date:</b> 16/07/2026 |
| <b>Last reviewed on:</b>   | 16/07/2026       |                         |
| <b>Next review due by:</b> | 30/06/2027       |                         |

The nursery offers childcare of the highest quality to the local community in line with Ofsted's staff to child ratio guidelines. We provide resources necessary to engage children in activities that meet the EYFS requirements. Nursery is open term-time only.

#### Main Policy Points

- 1) Leintwardine Nursery is registered with Herefordshire Council's Children and Young Person's Directorate to receive Early Education Funding (EEF). This entitles eligible families to received childcare of either 15 or 30 hours a week (universal 15 hours entitlement, with an additional 15 hours for eligible working parents).

To check your eligibility, you may visit <https://www.gov.uk/help-with-childcare-costs>

- 2) If you are entitled to funding, this may be:
  - a) Taken over a minimum of 4 sessions. A session is 3.75 hours /half day. A full day is classed as 2 sessions made up of 6.5 hours
  - b) Taken between the hours of 9am and 3.30pm, morning session 9am – 12.45pm, afternoon session 1145-3.30pm
  - c) Shared between two providers

Once we have agreed to a place for your child, you will be required to fill in a Parent Declaration Form prior to the child starting. You will need to provide your valid eligibility code and it is your responsibility to ensure that this code is up to date. EEF will send you an email when your code is due to renew. Please return the form to the office by the requested date, to ensure that funding is secured

- 3) Full fees are charged for all absences, illness, holiday, early collection etc.
- 4) Written notice of 4 term-time weeks must be given for cancellation of a child's place, full fees are charged during this period
- 5) Parents will be charged a late collection fee of £5.00 up to the first 10 minutes. If collection is more than 10 minutes late, this increases to £10.00 for each 30 minutes thereafter
- 6) Invoices are issued every half-term, payable within 14 days
- 7) Non-payment of fees, may result in a child's place being suspended until full payment is made, or withdrawn
- 8) The standard fee rate for the academic year 2026-2027 is £7.25 per hour across all ages

- 9) In addition, for children on funded hours a consumables donation of £2.00 for a full day and £1.00 per half day will be requested.

The consumables charge goes towards costs incurred not covered by early years funding for example; arts and craft materials, cooking, baking, music and movement, snacks and sundries

**Standard Fees are revised annually and will take effect from 1<sup>st</sup> September.**

**This policy is automatically accepted when the Confirmation or Change of Hours Form is completed.**

N.B. To check your entitlement <https://www.gov.uk/childcare-calculator>