



## Charging Policy with effect from 1<sup>st</sup> November 2025

### Introduction

This charging policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996 and specifically the Early Years Entitlements: Operational Guidance June 2018. At Ronald Tree Nursery School the Head Teacher and the School Business Manager work together to manage the School Budget. They will discuss with the Governor's Finance and Personnel Committee the levels of charges to be made for all services in the School. All charges levied will be to ensure the school meets the costs of additional services offered (e.g. day-care staffing).

### Parental Contributions

**Parents are asked for a contribution towards snacks, activities and consumables of £3.00 per child for 15 hours per week sessions - £5 per week for children attending 30 hours, from September 2024 (see Appendix A)**

Any payments are gratefully received and are not compulsory. Should a parent/carer choose to pay and then have a change in circumstances that makes payment more difficult, they are encouraged to speak to the school office as there is no expectation to continue snack payments. Snacks provided will be healthy and nutritional and in line with government guidelines for this age group. Any surplus money received will help to subsidise school trips, Christmas and End of Year parties and items which are not funded by the local authority.

### School Trips

Nursery School Trips are generally family outings where parents are asked to accompany their children and join in the learning experience. Where these are curriculum based trips the school will endeavour to subsidise part of the cost of the nursery children's transport and activity/entrance fees. Parents may be asked to cover some of the cost for their children and will be asked to cover the full cost of their own transport and activities/entrance fees on these days. Where insufficient funds are received activities may be cancelled.

### Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property or property belonging to a third party where the cost has been re-charged (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

### Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

## **Non attendance charges**

In order to encourage better attendance in Early Years, the Early Childcare Service have introduced a new absence policy from September 2025. This is to discourage parents from having unplanned absent days for their child. The policy specifies:

### **Early Years Absence policy**

- The maximum absence allowance per funding year is 30 days (6 weeks)
- The maximum number of consecutive absent days is 15 days (3 weeks) (exceptions of long term illness or holidays)
- Exception is made where a child has an illness with a defined recovery period
- Funding can be stopped and restarted when the child returns.
- Holidays exceeding 25 days and long term illnesses must be notified to the funding team.

If a child's absence exceeds the annual allowance of 30 days or 15 days consecutively, as per the policy, funding will cease and the parents / carers will be charged for their child's space. Charges will be £7.50 per hour for 2 year olds and £5.50 per hour for 3/4 year olds. We encourage high attendance and communicate with the parent / carer when attendance drops below 85%. If high absence still continues, parents / carers will be notified one week in advance when their child's absence is approaching the maximum, and what charges will be applied to them in order to keep their child's space.

## **Other charges**

The Head teacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of a Tapestry record.

## **Three and Four Year Olds Funded Entitlement**

From the term following a child's third birthday all parents are entitled to 570 hours funded child care per year. This is equivalent to 15 hours per week in school term time. Working parents may be eligible to double this funded entitlement (the 30 hours entitlement, see below). No charge will be levied to parents for the childcare element of the funded entitlement; however parents will be asked for £3.00 per week to cover the cost of snacks and consumables not covered by the government funding (see above).

Parents may claim their entitlement from more than one provider at the same time, or consecutively, but may not exceed 570 hours (or 1140 hours for working parents) over the three funding periods of the child's funding year. The funding year is deemed to be from the term the child first claimed funding with any provider and is not necessarily linked to the academic year. Where parents have claimed at a different setting previously the school reserves the right to charge the parent for any funding shortfall at a rate of £5.50 per hour. This may arise if your child attended another nursery during school holidays in the summer term before starting at Ronald Tree Nursery School. Often other providers will have claimed 11.5 hours funding per week but for more weeks than the academic year claims, so it uses up the

entitlement leaving a shortfall in the Autumn (September to December or Spring Term (January to March) at Ronald Tree Nursery School depending on when you started claiming for your child. Parents are advised to talk to Reception staff as early as possible if you think this is the case.

The School offers parents of three and four year olds access to flexible high quality childcare for children over the age of three from 8am to 4.30pm Monday to Friday. Parents of three and four year olds who meet the national eligibility criteria may access up to 30 hours funded childcare (over 38 weeks/school term time) at Ronald Tree Nursery School subject to availability. Please go to <https://www.childcarechoices.gov.uk/> for more information on whether you are eligible. There is a choice of start and end times to morning and afternoon sessions and these must be adhered to in order to minimise the disruption to the learning environment in the school. The school does not guarantee to meet parent's attendance pattern requests.

Late collections will attract a penalty of £5 for every 10 minutes. This is to encourage parents to collect on time and ensure we meet our staff to children ratios at all times.

The local authority will withdraw funding for children who have

- a. More than 11 working days single absence
- b. More than 4 separate absences in a child's funding year
- c. More than 30 working days absence in a child's funding year (excluding bank holidays and religious/cultural festivals).

In the case of a. the funding will be withdrawn until the child returns to school. In the case of b. and c. the funding will be withheld for all subsequent absences.

Where a child is absent in these circumstances the school reserves the right to charge the parent to cover the cost of the funding shortfall at a rate of £5.50 hour or to withdraw the place altogether. Decisions on charging or the withdrawal of the place will be a matter for the head teacher with a right of appeal for parents to the Finance and Personnel Committee of the Governing Body.

The school will open for childcare for 48 weeks when there is sufficient demand to make this financially viable only but will close for two weeks at Christmas and for the last two weeks at the end of August. Please enquire at reception as early as possible.

### **Annual Review of Charges**

The Governing Body will review the table of charges at Appendix B on an annual basis. The review will be in time for publication of the Extended Hours Services leaflet for the New Parents Evening each June. Wherever possible where changes to the charges have been made these will come into effect in the April of that year; where funding levels change at the beginning of the financial year this may not always be possible.

These schemes must be self financing but do not aim to make a profit.

### **Levy of Charges**

Parents of 3 and 4 year old children within the school will be invoiced each term in advance for additional care i.e. Breakfast, Lunch Club or additional sessions. Parents may pay these invoices each term or on a weekly basis. Please note that breakfast is provided for children

attending between 8 and 8.30am but children attending the lunch club must provide a packed lunch.

The School will not levy any fee in respect of the funded entitlement, nor will it charge any fees in advance for the funded entitlement to be refunded at a later date.

Non-payment of any invoice by the due date will attract a penalty administration fee of £5. Debtor reports will be presented and possible actions discussed and agreed at the Finance and Personnel meeting on a termly basis. Possible actions may range from immediate withdrawal of the additional hours offered to agreement that siblings who attend the school in the future will not be offered the opportunity to increase their hours beyond the funded entitlement to ensure that parents do not get themselves further into debt. In some cases court action will be undertaken.

**‘Rising Threes’**

Where spaces are available places may be offered to children who turn three during a term provided they are eligible for the Two Year Old funding. Where spaces remain, non-eligible parents may be invited to take up a place at a rate of £5.50 per hour-

**Two Year Olds**

Ronald Tree has provision for 24 two year olds attending either 8.30 to 11.30 or 12.30 to 3.30 pm Monday to Friday. 6x morning places and 6x afternoon places will be ring fenced for those families in receipt of disadvantaged funding. From September 2025 30 hour extended entitlement is available for working families for children from age 9 months. 30 hour places in the Teddy Bear room are offered subject to availability.

For families with no funded entitlement, places in the Teddy Bear room are charged at a weekly rate of £112.50 for 15 hours due to the statutory adult : child ratio.

**Remissions Policy.**

The Head Teacher or Governing Body may remit in full or part charges in respect of any pupil, if it feels it is reasonable in the circumstances.

The Head Teacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Agreed by the Governing Body 11/11/2025

..... Debra Thwaites, Head Teacher

..... Mike Leeke , Chair of Governors

**Appendix A**

**Ronald Tree Nursery School – Table of Snack Contributions from September 2024**

**Snack Contributions**

		<b>Charge</b>
<b>Snack Contributions</b>	15 hours	£3.00 per week
	30 hours	£5.00 per week

**Appendix B**

**Ronald Tree Nursery School – Table of Charges from April 2024**

**Additional Hours Charges**

The level of the Early Years Single Funding Formula paid to providers is set by the local authority, and varies each year.

Where parents are entitled to the extended thirty hours funded entitlement charges will be reduced accordingly.

### Charges for Additional Hours

		<b>Charge</b>
<b>Extended Services 3 &amp; 4 Yr Olds</b>	Breakfast (½ hour)	£3.00 per morning
	Additional hours	£5.50 per hour
<b>Funded Entitlement Claim Shortfall 3 &amp; 4 Yr Olds</b>	Where more than 570 hours are claimed due to attending more than 1 provider or due to child's continued or continual absence.	£5.50 per hour
<b>Rising Threes Not eligible for funding</b>	Charged hourly	£5.50 per hour
<b>2 year olds in Teddy Bear Room not eligible for funding</b>	15 hours minimum	£112.50 per week (£7.50 per hour)