



NURSERY FEES AND CHARGING POLICY



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1. Purpose

This policy sets out the arrangements for nursery fees, funded childcare entitlement, additional charges and payment expectations for parents and carers using Hollinswood Primary School & Nursery.

The school is committed to ensuring that funded early education places are delivered in accordance with Department for Education requirements and Local Authority funding agreements. Funded childcare hours will be provided free at the point of delivery and no child will be denied access to their funded entitlement because a parent chooses not to purchase optional goods or services.

2. Funded Childcare Entitlement

Hollinswood Primary School & Nursery offers eligible children access to funded childcare in line with current government funding arrangements.

The nursery currently offers:

- Universal 15 hours funded childcare.
- Eligible 30 hours funded childcare.
- Additional privately purchased nursery sessions, subject to availability.

The school will not charge top-up fees to cover any difference between the funding received from the Local Authority and the cost of delivering funded childcare places.

No mandatory charge will be applied as a condition of accessing a funded nursery place.

Access to Funded Entitlement

Hollinswood Primary School will ensure that no child is denied access to their funded early education entitlement because a parent/carer chooses not to purchase additional childcare hours, meals, activities, consumables or any other optional services. Funded entitlement hours remain free at the point of delivery and are not conditional upon the purchase of additional services.

3. Nursery Fees and Charging Arrangements

a. Session Charges

Fees for additional nursery provision are charged on a weekly basis in accordance with the Nursery Fees and Booking Form.

Lunch Supervision

Where parents/carers choose for their child to attend both a morning and afternoon nursery session, supervision may be provided during the lunchtime period between sessions.

The lunchtime period is not part of the funded early education entitlement and a lunch supervision charge may apply in accordance with the published Nursery Fees Schedule.

The lunch supervision charge relates solely to the additional childcare and supervision provided during the lunchtime period and does not form part of the funded early education entitlement.

Parents/carers are not required to purchase lunch supervision in order to access their child's funded childcare entitlement. Children may attend their funded morning session, funded afternoon session, or any funded entitlement pattern offered by the school without being required to purchase additional services.

Where lunch supervision is used, parents/carers may either:

- Purchase a school meal at the published charge; or
- Provide a packed lunch from home.

The purchase of a school meal is entirely optional and is separate from any lunch supervision charge.

b. Funded Places

Children accessing only their funded early education entitlement will not be required to pay a deposit. Parents/carers will normally be notified of the outcome of their application approximately 4 to 6 weeks before their child's proposed start date.

c. Deposits for Additional Childcare Sessions

Where parents/carers choose to purchase childcare sessions in addition to their child's funded entitlement, a deposit equivalent to two weeks of the privately purchased sessions may be required to secure the place. This deposit will be credited against the final invoice, subject to all outstanding charges having been settled.

d. Invoicing

Invoices for privately purchased nursery sessions and other chargeable items will normally be issued on the first day of each month and payment is due by the last day of the same month.

Invoices will separately identify:

- Funded entitlement hours;
- Privately purchased childcare hours;
- Meals;
- Consumables;
- Activities (where applicable).

e. Methods of Payment

Payments must be made using one of the methods specified on the invoice. Cash payments will only be accepted where alternative payment methods are unavailable.

f. Non-Payment of Fees

Where fees remain unpaid after the due date, the school will issue reminders and may contact parents/carers to discuss the outstanding balance and agree a repayment arrangement where appropriate.

The school reserves the right to withdraw privately purchased childcare sessions where fees remain unpaid following reasonable notice and efforts to secure payment. Any such action will not affect a child's funded early education entitlement.

g. Late Collection Charges

Children collected after their agreed collection time may incur a late collection charge of £6.00 per 15-minute period, or part thereof. This charge reflects the additional staffing costs incurred by the school as a result of late collection.

h. Child Absence

Fees for privately purchased nursery sessions remain payable during periods of absence, including sickness, holidays taken during term time, or any other non-attendance, as staffing and places have been reserved.

i. Emergency or Unplanned School Closure

Where nursery provision cannot be delivered due to an unexpected school closure, including severe weather or other emergency circumstances, the Headteacher reserves the right to determine whether a refund, credit or alternative arrangement will be offered for privately purchased sessions.

j. Adjustments to Invoices

Invoices will be adjusted where appropriate to reflect additional booked sessions, agreed changes to attendance patterns, bank holidays, school closure periods or other applicable variations.

k. Additional or Ad Hoc Bookings

Additional sessions requested at short notice must be paid for in advance. Once confirmed, these sessions are non-refundable should parents/carers subsequently choose to cancel them.

l. Withdrawal of Additional Childcare Sessions

Once additional childcare sessions have been booked and agreed, the corresponding fees remain payable. Where fees remain outstanding and no satisfactory payment arrangement has been agreed, the school reserves the right to withdraw privately purchased childcare sessions following written notice. ***A child's funded early education entitlement will not be withdrawn because of outstanding fees relating to privately purchased sessions or optional services.***

m. Debt Recovery

Any outstanding balance that remains unpaid after reasonable reminders and opportunities to agree a repayment plan may be referred to Telford & Wrekin Council's debt recovery procedures.

n. Financial Difficulties

Parents/carers experiencing financial difficulties are encouraged to contact the Headteacher at the earliest opportunity so that a suitable repayment arrangement can be discussed where appropriate.

o. Unpaid or Recalled Payments

Any bank charges, administrative charges or other costs incurred by the school as a result of unpaid, cancelled or recalled payments may be recharged to the parent/carer.

p. Cancellation of Nursery Place

Parents/carers wishing to cancel a nursery place are required to provide a minimum of two weeks' written notice.

q. Non-Attendance and Loss of Contact

Where a child does not attend nursery and the school is unable to make contact with the parent/carer despite reasonable attempts, the school reserves the right to review and withdraw the nursery place or any privately purchased sessions.

Any properly incurred charges outstanding up to the date of withdrawal will remain payable.

r. Nappies, Wipes and Personal Care Items

Parents/carers are responsible for providing nappies, wipes and any other personal care items required by their child during nursery sessions.

s. Changes to Attendance Pattern

A minimum of two weeks' written notice must be provided where parents/carers wish to reduce the number of sessions attended, amend attendance patterns or terminate their child's nursery place.

t. Reserved Places

Fees remain payable for privately purchased sessions where a child's place has been reserved, regardless of attendance, including periods of illness or other absence.

4. Meals, Snacks and Consumables

Morning and afternoon snacks are provided during nursery sessions.

Lunches are not included within funded childcare hours.

Parents/carers may either:

- Purchase a school meal at the published rate; or
- Provide a packed lunch from home.

Purchasing a school meal is entirely optional and is not a condition of accessing funded childcare hours.

Payment for school meals and any other chargeable extras must be made through ParentPay or by cash if agreed at the school office.

Nursery fees do not include nappies, wipes or other personal care consumables. Parents/carers are responsible for providing these items where required.

Any charges for meals, snacks, consumables or enrichment activities are voluntary and parents/carers may choose not to purchase these optional goods or services and suitable alternatives may be provided, including packed lunches and parent-supplied consumables.

5. Eligibility for Funded Childcare

Parents/carers claiming funded childcare must:

- Provide evidence of eligibility where required;
- Complete all relevant Local Authority and school declaration forms;
- Notify the school promptly of any changes that may affect entitlement.

Parents/carers using funded childcare who wish to access additional sessions beyond their entitlement will be charged in accordance with the school's published fee schedule.

No child will be treated less favourably because parents choose not to purchase optional meals or other chargeable extras.

6. Review of Charges

Current nursery fees, additional charges and attendance patterns are published on the school website and reviewed annually by the Governing Body. Where an increase is approved, at least one month's written notice will normally be given to parents/carers of children attending nursery.

7. Complaints

Any concerns regarding nursery fees, funded entitlement arrangements or optional charges should initially be raised with the Headteacher.

Parents/carers who remain dissatisfied may pursue the matter through the school's Complaints Policy.

8. Legal Basis Statement

This policy has been developed in accordance with the Childcare Act 2006, the Childcare Act 2016, the Department for Education Early Education and Childcare Statutory Guidance and the Local Authority Provider Agreement.

Nursery Fees Schedule

Term Time Only Fees

Session Type	Daily Session Time	Charge per day
Funded 15 Hour Sessions		
Funded Morning Session (15 Hours per Week)	8.45am - 11.45am	No Charge
Funded Afternoon Session (15 Hours per Week)	12.15pm - 3.15pm	No Charge
Funded 30 Hour Sessions		
Offer 1 – Core offer (30 Hours)	8.45am – 2.45pm	No additional charges. See Note 1.
Offer 2 – Hollinswood Offer (32.5 Hours per Week including a Lunch Care and Supervision Daily Session)	8.45am – 3.15pm	£15.00 per week (£3.00 per day) for the additional 30 minutes of privately purchased childcare beyond the funded 30-hour entitlement. See Note 2.

The charge in Offer 2 relates solely to the additional 30 minutes of privately purchased childcare beyond the funded 30-hour entitlement.

Parents may choose either Offer 1 or Offer 2. Selection of Offer 2 is entirely voluntary and is not a condition of accessing the funded 30-hour entitlement

Non-Funded 30 Hour Sessions		
Offer 3 - Additional Private purchased Sessions (17.5 PAID Hours per Week on top of the 15 Hours Funded Hours per Week - Total 32.5 Hours per Week)	Additional 17.5 hours per	£90.00 per week. (£18.00 per day) See Note 3.
School Meal (optional)	Daily	£3.05*

*** School Meal Fees are determined by the Local Authority Catering Team and are subject to periodic review.**

Notes -

For the 30 hours **FUNDED** sessions, we have **two offers** available:

Note 1

Offer 1 – Core Offer

- **30 Hours per week.**
- Session times are **8.45am – 2.45pm** (Monday to Friday, Term Time Only)
- Children stay over the lunch period.
- Parents can choose to provide their own packed lunch or buy a lunch from the school catering team. (School lunch currently cost £3.05 per day – As at June 2026).
- No other charges applied.

Note 2

Offer 2 – Hollinswood Primary Offer

- **32.5 Hours per week.**
- Session times are **8.45am – 3.15pm** (Monday to Friday, Term Time Only)
- **The additional charge relates solely to the privately purchased 30 minutes of childcare/supervision provided beyond the funded 30-hour entitlement.**
- Parents may instead access their full funded entitlement through Offer 1 without purchasing additional childcare.
- Children stay over the lunch period.
- Parents can choose to provide their own packed lunch or buy a lunch from the school catering team. (School lunch currently cost £3.05 per day – As at June 2026).

Parents may choose either Offer 1 or Offer 2. Selection of Offer 2 is entirely voluntary and is not a condition of accessing the funded 30-hour entitlement

Additional Private Purchased Sessions

Note 3

Offer 3 – (17.5 PAID Hours per Week on top of the 15 Hours Funded Hours per Week)

- **Total 32.5 Hours per week.**
- Session times are **8.45am – 3.15pm** (Monday to Friday, Term Time Only)
- **Parents pay for the additional private purchased sessions 17.5 Hours per Week (£90.00 per week/£18.00 per day)**
- Parents may alternatively access only their 15 funded hours without purchasing the additional 17.5 hours.
- Children stay over the lunch period.
- Parents can choose to provide their own packed lunch or buy a lunch from the school catering team. (School lunch currently cost £3.05 per day – As at June 2026).