

Gloucester Nursery School



Charging Policy

1. Introduction

- 1.1 This charging policy has been compiled in line with the Department for Education (DfE) guidance and in accordance with s457 of the Education Act 1996.
- 1.2 Charges applied are shown in Appendix 1, and are annually reviewed and approved by the Finance and Personnel Committee.
- 1.3 Application form and contract parents sign is shown in Appendix 2.

2. Outside Activities and Visits

- 2.1 Gloucester Nursery School recognises the benefits and educational and social value of outside activities and visits and aim to ensure that all children can participate.
- 2.2 The school will subsidise trips wherever possible, as appropriate. However, voluntary contributions may be required for trips to take place.
- 2.3 Parents and guardians can pay for trips in instalments on request.
- 2.4 Those parents not able to afford the cost of a trip can apply for financial assistance, in confidence, to the Headteacher or School Bursar.
- 2.5 Bookings that are not attended on the day may receive a refund of their entry fee to any visit but transport costs would not normally be refunded.
- 2.6 Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Children will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

3. Damage/Loss to Property

- 3.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or

materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide;

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

4. Extended School Provision

- 4.1 The school makes a charge for breakfast, lunch time, after school activity club and tea club and extra sessions. These charges may be found in the relevant documents that advertise the service or the contracts with families. Staff may access these extended services on a reduced levy of 50% during the time the child is a pupil at the school.
- 4.2 Attendance at breakfast, lunch, after school activity and tea clubs is not a requirement of the nursery, it is optional.

5. Voluntary contribution

- 5.1 We ask all parents for a termly contribution per child to cover the cost of non-educational expenses such as healthy snacks which are provided at each session, birthday cakes and cards, Christmas entertainer, consumables and resources etc. This payment is voluntary.

6. Hours exceeding free entitlement

- 6.1 Each child is entitled to receive 570 hours of Early Years Education and Childcare Funding per year, commencing from the term following their third birthday.
- 6.2 Eligible working families can receive up to 30 hours of funded childcare per week during term time (a total of up to 1,140 hours per year). This entitlement begins the term after the child turns 9 months and is available where parents meet the government's working and income criteria.
- 6.3 Funding for working families must be applied for in the term prior to the child joining the setting. Parents must supply a valid funding code before the start of the funded term and reconfirm eligibility every three months through the Government Childcare Service.
- 6.4 Additional funding is available for some 2-year-olds who receive certain forms of support. Eligible children can access up to 570 hours per year (equivalent to 15 hours per week during term time).
- 6.5 If a child is absent for more than 30 days within the funded year (April – March), Gloucester Nursery will no longer be able to claim funding for further absences.
- 6.6 If a child has been in a setting prior to Gloucester Nursery, free hours may have been claimed by the previous setting.
- 6.7 There is a risk that the hours claimed by a previous setting when combined with those claimed by Gloucester Nursery may exceed the

570 hours entitlement, and that Gloucester Nursery will not receive Government funding for the excess hours.

- 6.8 Gloucester Nursery will attempt to assist in identifying which children are at risk from exceeding their funded hours, but it is the responsibility of the parent/carer to inform Gloucester Nursery if they are aware of such a situation.
- 6.9 If the child's previous setting was a term-time only setting, for which 15 hours a week was claimed, then the excessive hours should not occur.
- 6.10 If however, the child has been in a 52 week setting, it is likely that 11 hours a week will have been claimed by the setting throughout the school holidays too. This will usually cause the entitlement of hours to be exceeded.
- 6.11 Should the funded entitlement be exceeded, Gloucester Nursery will charge additional fees per hour as outlined below for each hour exceeding 570 hours. This is to replace the funding which will not be provided by the Government.

7. Other Charges

- 7.1 The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.
- 7.2 The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances
- 7.3 The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Charging Policy, January 2012

Reviewed June 2016, January 2017, February 2019, June 2020, November 2023 and November 2024, November 2025.

APPENDIX 1

GLOUCESTER NURSERY SCHOOL (G3) – from September 2025

The following information relates to charges for the main nursery for 3 and 4 year olds:

All children are entitled to 15 hours free funding, this is usually 5 x 3 hour morning or afternoon sessions (8.30 – 11.30 am or 12.30 – 3.30 pm), although this can potentially be taken over 2½ days.

As from September 2017 working parents, if eligible, are entitled to 30 hours free funding. Please log onto:

www.childcarechoices.gov.uk to see if you are eligible.

G3 Additional Sessions:

8.30– 11.30 am or 12.30 – 3.30 pm - £22.00 per session

G3 Breakfast Club:

8.00 – 8.30 am - £5

G3 Lunch Club: (cost applies to am children only buying lunch)

11.30 am – 12.30 pm - £7.00

After School Activity Club (The A Team):

2.30 – 3.30 pm - £7.00

G3 Tea Club:

3.30 – 4.00 pm - £5

Food will be provided by the Nursery for Breakfast and tea club snack, a packed lunch needs to be provided for lunch. Please note **no** nuts (eg almonds, peanuts – including peanut butter) are allowed due to severe allergies.

These places are limited and subject to availability.

Prices are usually reviewed annually. The cost for the additional sessions are set prices – flexibility over collection/dropping off does not alter the price. E.g. picking a child up at 2 pm – price remains the same.

GLOUCESTER NURSERY SCHOOL (G2) – from September 2025

The following information relates to charges for the 2 year old nursery provision:

Parents can chose morning or afternoon sessions, and we also have some full time places. Parents can add sessions such as lunch club too.

It may be possible you are entitled to 30 Working Families Funded Early Learning for 2 year olds. Please check your eligibility here - www.childcarechoices.gov.uk

G2 Sessions:

8.30 – 11.30 am or 12.30 – 3.30 pm - £22 per session

G2 Breakfast Club:

8.00 – 8.30 am - £5

G2 Lunch Club:

11.30 am – 12.30 pm -£7.00

G2 Tea Club:

3.30 – 4.00 pm - £5

Food will be provided by Nursery for Breakfast and a snack at tea club, a packed lunch needs to be provided for lunch. Please note **no** nuts (eg almonds, peanuts – including peanut butter) are allowed due to severe allergies.



G3
Contract
2025-2026

G3 Nursery Contract

Child's Name

.....

NURSERY SESSIONS

The following sessions have been allocated:

- Monday 8.30am-2.30pm Tuesday 8.30am-2.30pm Wednesday 8.30am-2.30pm
- Thursday 8.30am-2.30pm Friday 8.30am-2.30pm
- Monday am Tuesday am Wednesday am Thursday am Friday am
- Monday pm Tuesday pm Wednesday pm Thursday pm Friday pm

My child is eligible for 30 hours funding

Funding Code.....

NI Number

I/We will be paying for the additional sessions

ADDITIONAL SERVICES

BREAKFAST CLUB 8.00am – 8.30am £5.00 per session (food included)

- Monday Tuesday Wednesday Thursday Friday

LUNCH CLUB 11.30am – 12.30pm £7 per session (packed lunch to be provided by parent)

- Monday Tuesday Wednesday Thursday Friday

A-Team 2.30pm – 3.30pm £7 per session

- Monday Tuesday Wednesday Thursday Friday

TEA CLUB 3.30pm – 4pm £5 per session (food included)

- Monday Tuesday Wednesday Thursday Friday

I agree to the terms and conditions of payment as set out below.

Signed

.....
.....

Name

.....
.....

Date

.....
.....

The sum shown below is payable for each session purchased. An invoice will be sent to you a month in advance, the full amount of the invoice will need to be paid by the date shown on the invoice.

The place will be withdrawn if fees are not paid promptly. If parents fall more than 5 weeks behind with the fees, the place will be withdrawn so no further debt is incurred. A plan will be put in place to recover the outstanding debt.

Four weeks notice will be required to cancel a place or full fees will be charged. Full fees will be charged for any absences, this will include illness and holidays taken during term time.

A late charge of £5.00 will be applied if your child is collected more than 10 minutes late, and a further charge of £5.00 per 10 minutes thereafter.

Charges:

Breakfast Club	£ 5
Lunch Club	£ 7
A-Team	£ 7
Tea Club	£ 5
Additional Session	£ 22.00
Late Charge	£ 5.00 per 10 minutes

PHOTOGRAPHS

We occasionally share updates and photos on our social media platforms such as Facebook and Instagram. We do not put photos of the children with their names on social media and generally use group shots or photos of them from behind. We would like have as many children as possible in the photos so that we can share with you photos of them all having fun and learning at nursery.

If you **DO NOT** want your child being on our social media, please send an email to the office to Opt Out reception@gloucesternursery.com



G2 Nursery Contract

Childs Name

.....

NURSERY SESSIONS

The following sessions have been allocated:

Monday 8.30am-2.30pm Tuesday 8.30am-2.30pm Wednesday 8.30am-2.30pm

Thursday 8.30am-2.30pm Friday 8.30am-2.30pm

Monday am Tuesday am Wednesday am Thursday am Friday am

Monday pm Tuesday pm Wednesday pm Thursday pm Friday pm

My child is eligible for 15 hours funding

Funding Code.....

My child is eligible for 30 hours funding

Funding Code.....

NI Number

I/we will be paying for the additional services

ADDITIONAL SERVICES

BREAKFAST CLUB 8am – 8.30am £5 per session (Breakfast included)

Monday Tuesday Wednesday Thursday Friday

LUNCH CLUB 11.30am – 12.30pm £7 per session (packed lunch to be provided by parent)

Monday Tuesday Wednesday Thursday Friday

A-Team 2.30pm – 3.30pm £7 per session

Monday Tuesday Wednesday Thursday Friday

TEA CLUB 3.30pm – 4pm £5 per session (snack included)

Monday Tuesday Wednesday Thursday Friday

I agree to the terms and conditions of payment as set out below.

Signed

.....
.....

Name

.....
.....

Date

.....
.....

The sum shown below is payable for each session purchased. An invoice will be sent to you a month in advance, the full amount of the invoice will need to be paid by the date shown on the invoice.

The child's place could be withdrawn if fees are not paid promptly. If parents fall more than 5 weeks behind with the fees, the place will be withdrawn so no further debt is incurred. A plan will be put in place to recover the outstanding debt.

Four weeks notice will be required to cancel or reduce a place or full fees will be charged. Full fees will be charged for any absences, this will include illness and holidays taken during term time.

A late charge of £5.00 will be applied if your child is collected more than 10 minutes late, and a further charge of £5.00 per 10 minutes thereafter.

Charges:

Breakfast Club	£ 5
Lunch Club	£ 7
G2 Tea Club	£ 5
G2 A Team	£ 7
Additional Session	£ 22.00
Late Charge	£ 5.00 per 10 minutes