



St Mary's C of E Primary School and Nursery

'Be the BEST you can be'



Nursery Charging Policy

Approved by: Board of Governors

Last reviewed on: May 2025

Next review due by: May 2026

The aim of this policy is to set out what charges will be made for Nursery services offered by St Mary's C of E Primary School and Nursery.

Nursery provision is provided in Little Acorns Class between the hours of 9.00am – 3.00pm weekdays and we welcome children age 2-4 + years (2 year olds must turn 3 in the academic year they wish to begin).

Nursery operates as two sessions per day:

Morning session: 9am – 12pm

Afternoon session: 12pm – 3pm

Nursery is open term time only and closed for teacher training days – in line with St Mary's C of E Primary School and Nursery term dates.

Securing a Place for your Child

In order to secure your child a space in our Nursery, please complete a booking form which is available from the school office or Nursery staff, who will be able to advise which sessions are currently available.

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DIRECTOR OF PUBLIC HEALTH AWARD



Chief Executive Officer: Mrs Emily Massey

The Partnership Trust is a charitable company limited by guarantee registered in England and Wales under No. 07728112
VAT Registration No. 371 6891 66 Registered Office: Fosse Way School, Longfellow Road, Radstock, BA3 3AL



Funded places

2-3 Year Olds: For a 2-year-old funded place parents have to meet the eligibility criteria. Further details and information on how to apply can be found on the Government website:

[Help paying for childcare: Free education and childcare for 2-year-olds - GOV.UK \(www.gov.uk\)](#)

3-4 Year Olds: All children are entitled to a free Government funded place for 15 hours per week from the term after their third birthday. Funded sessions are available 9am-12 pm and 12pm-3.00pm, Monday to Friday. Further details and information on how to apply can be found on the Government website:

[Help paying for childcare: 15 hours free childcare for 3 and 4-year-olds - GOV.UK \(www.gov.uk\)](#)

Some children are entitled to a free Government funded place for 30 hours per week from the term after their third birthday if they meet the eligibility criteria. Further details and information on how to apply can be found on the Government website:

[30 hours free childcare - GOV.UK \(www.gov.uk\)](#)

Unfunded/Additional Places

Parents or carers may book additional sessions outside of funded hours for the following charge:

£18.00 per session for 2 year olds

£13.00 per session for 3-4 year olds

To secure unfunded sessions, they must be booked and paid in advanced and charges are non-refundable - regardless if your child attends or does not attend their unfunded session.

Parents and Carers are able to increase their unfunded chargeable sessions provided a place is available, please contact the Nursery Leader or school office for availability.

Flexible Places

We are sometimes able to accommodate adhoc chargeable sessions to meet the individual needs of parents subject to the availability of spaces and staffing levels. Non refundable charges will apply at the same rate as booked unfunded sessions and must be paid in advance.

Please contact the Nursery Leader or school office to discuss your requirements for adhoc places.

Cancellation Notice Period.

You are obliged to pay for your chargeable booked session even if your child does not attend for any reason. If you wish to cancel your child's secured place in Nursery we require one month's notice in writing.

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Bank Holidays

If your Government funded session falls on a Bank Holiday, we are unable to offer this space on an alternative day.

If your child's payable session falls on a Bank Holiday, you will **NOT** be charged for this session.

Unavoidable closure of the school

In the event the school is closed for reasons beyond our control, we will be unable to offer funded spaces on an alternative date. However, you will **NOT** be charged for any unfunded sessions affected.

Payment Terms

Invoices for Nursery fees will be issued on a termly basis and payable via the school's parent payment system. Payments may be made in full in advance or in instalments of your choice to meet individual budgets. However, each individual payable session **MUST** be paid in advance of attendance.

Failure to pay in advance will result in your child being unable to attend their payable session but charges will still apply and the balance will remain outstanding.

All outstanding payments must be settled by the end of the term, if payment has not been received within one month of the final invoice due date then the payable place at Nursery will be terminated.

Late Payment/Debt Collection

In the event of financial difficulty and difficulty in paying an outstanding balance, we ask you to contact the school as soon as possible to discuss your situation and consider your options which may include an agreed payment plan depending on individual circumstances.

In the event your payment is not made without prior arrangement and outstanding balances have not been settled within a month of the final invoice due date, your child's payable place will be terminated and the debt will be forwarded to The Partnership Trust.

Dinners.

If your child is attending the afternoon session, 12pm – 3pm, you are required to provide a packed lunch for your child. Alternatively, Nursery pupils are able to eat a school meal supplied by our catering provider. School meals must be booked and paid for in advance via the school dinners parent booking system.



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Free School Meals.

Nursery aged pupils who qualify for Free School Meals, are entitled to two meals per week provided they are attending a full day (2 consecutive sessions). Children attending for only half a day are NOT entitled to a free school meal.

Any extra meals booked in addition to your free school meal entitlement will be payable in advance – please speak to the Nursery Leader or school office to arrange this.

In the event a child has not brought packed lunch and has not booked a meal, parents will be contacted. If a school meal is then provided, an invoice will be sent to cover the cost. Failure to pay this invoice within one month of the date of issue, without prior arrangement, the debt will be forwarded to The Partnership Trust.

Educational Visits

There may be occasions when school trips or extra activities are planned to enhance the curriculum. Parents contribute to the cost of such events, for example: entrance fees and transport costs.

All contributions will not exceed the cost of the trip or event.

If the trip or event takes place on a day your child does not have a reserved Nursery place, it may be possible for them to take part provided the session is treated as an adhoc payable place and paid for in advance. This will be subject to the availability of spaces and staffing levels. Payment of the extra session is a compulsory charge to cover extra staffing costs.

Early Morning Drop Off

Due to the school day for older siblings commencing at 8.45am, we offer an 'early transition' which enables parents to drop their Nursery child off after 8.45am in advance of their paid session commencing at 9am. This arrangement is **only** available to those with older siblings attending St Mary's C of E Primary School & Nursery.

Late collection of children.

If you are unable to collect your child on time from their Nursery session, please notify the school immediately.

In the event you are regularly late to collect your child, an additional late fee of £5 will be charged to cover supervision and staffing cost - we shall inform you of these charges before they are enforced.



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