

St Mary's Catholic Primary School



NURSERY PAYMENT POLICY

Legal Status:	Non-Statutory
Review date:	April 2024
Next Review:	April 2025
Responsible Person:	Governing Body

Mission Statement

"The family of St Mary's strives to grow in God's love and care by learning together and valuing the uniqueness of each person."

The Nursery at St Mary's Catholic Primary school is a full time provision for children aged 3 years on 31st August prior to starting in September or 3 years by 31st December prior to starting in January. Children aged three and four years old qualify for universal government funding of 15 hours' education and may also qualify for extended government funding of up to 30 hours (15 hours' education and 15 hours childcare). For more details, please visit <https://www.childcarechoices.gov.uk/>

1. Free Funded Places:

- 1.1. All children are entitled to a free funded place for 15 hours a week for the year prior to starting Reception class.
- 1.2. Funded sessions are from 8.45am-12pm, Monday to Friday (subject to availability).

2. 30 hours funding entitlement:

- 2.1. Children whose parents are eligible for the new 30 hours funding entitlement are offered a fulltime place from 8.45am -3pm, Monday to Friday, term time only.
- 2.2. Parents must apply for an eligibility code online in advance of their child starting at the nursery and must supply this to the school.
- 2.3. An eligibility code must be provided every 3 months by the parent to the school in order for this entitlement to continue. It is the responsibility of HMRC to notify parents that they are required to reapply for eligibility and the parent's responsibility to notify the school office of the new code.

3. Unfunded Childcare:

- 3.1. Children who receive the universal 15 hours funding but are not eligible for the 30 hours funding entitlement, will be offered a fulltime place for afternoon sessions from 12pm-3pm, Monday to Friday, term time only.
- 3.2. These are charged at £1600.00 per term. Parents remain liable for full fees if their child is not eligible for funding.
- 3.3. Payment must be made half-termly in advance via the school gateway our online payment system, childcare vouchers or through a tax-free childcare account. No cash is accepted at the school.
- 3.4. Payment will still be required even if your child does not attend for any reason.
- 3.5. Once payment is requested for unfunded childcare fees, payment must be made within 2 weeks.
- 3.6. A reminder will be sent if payment is not received after this time period. Unfunded afternoon sessions will be stopped for your child if payment is not received. If you have any issues with making payments, please speak to the School Business Manager in the main school office. The school has a Debt Recovery Policy, which will be followed where necessary.
- 3.7. If we need to increase fees for unfunded afternoon sessions, parents will be given one terms notice.

4. Lunch:

- 4.1. Lunches are charged at £2.50 per day and are paid and ordered direct with The Pantry. No cash is accepted at the school. Parents need to register with The Pantry and pre order their child's meals.
- 4.2 Parents who are in receipt of benefits may be eligible for free school meals and must apply for them and send evidence to school before your child starts.

5. Snacks:

5.1. Nursery children receive a free funded portion of fruit and a drink of milk each day.

6. Trips and activities:

6.1. Nursery may run a small number of trips and activities throughout the year. If there is a cost for this, parents will be asked for a donation towards the activity for additional resources or trip costs such as coaches and entrance fees. This donation should be made via the Gateway. A payment for additional cooking and gardening activities will be requested termly.

7. Before and After school

The school has a free breakfast club that children in Nursery can attend. This runs from 7.45 am unto the start of the school day. There is also an after school childcare service (Bluebirds) which runs from the end of the school day until 6.15pm. Children in nursery can attend this, subject to spaces being available. To apply for a place contact the school office. The daily charge for this is £12.50 (£13.50 for adhoc bookings)

8. School Building Fund

As a voluntary aided school we have to cover 10% towards the cost of any building work or improvements. To help us cover this we ask parents to make a termly donation of £20.00 for one child in the school or £30.00 for families with 2 or more children in the school.