

# St Mary's Catholic Primary School



## NURSERY PAYMENT POLICY

<b>Legal Status:</b>	Non-Statutory
<b>Last Review:</b>	
<b>Review date:</b>	January 2020
<b>Next Review:</b>	January 2021
<b>Responsible Person:</b>	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 31<sup>st</sup> August prior to starting in September or 3 years by 31<sup>st</sup> 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 9am-12pm, Monday to Friday.

### **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 9am -3pm, Monday to Friday, term time only.
- 2.2. Parents must apply for an eligibility code online.
- 2.3. An eligibility code must be provided every 3 months by the parent 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 £20 per session. 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 £2.00 per meal and are paid via the school Gateway. No cash is accepted at the school.
- 4.2 Parents who are in receipt of benefits may be eligible for free school meals.

### **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.