



Portswood
Primary School

Nursery Charging Policy: 2023-2024

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HISP Multi Academy Trust

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1. Aims

The aim of this policy is to set out what charges will be made for additional Nursery services offered at Portswood Primary School Nursery. This charging policy has been formulated in accordance with guidance from the Department for Education (Charging for School Activities November 2014). All charges made by the schools meet the requirements of the Education Act 1996, which sets out the law on charging for school activities in schools.

No charge can be made for education and care during a child's 15 or 30 hour entitlement (ages 3 to 4 years).

2. Free Nursery Entitlement – 3 & 4 Year Olds

Portswood Primary School Nursery, is a maintained nursery school and provides the 15 hours Free Entitlement to 3 and 4 year old children, the term after their 3rd birthday. The 15 hours is offered as five, 3 hour sessions per week, for 38 weeks per year, either as 5 morning sessions, 5 afternoon sessions, 2.5 days beginning of the week or 2.5 days end of the week.

Some children are eligible for extended entitlement of 30 hours per week over 38 weeks.

Parents can see the eligibility criteria at: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds> 3.

3. Charging for additional hours & services

Places that might otherwise be unfilled by following the admissions process, (eg. when all eligible applicants have been offered), can be offered for a fee.

A 'place' is considered as a block of 15 hours. These can be 5 x 3 hours sessions either morning or afternoon, 2.5 days beginning and end of the week and will be charged for at a session rate of 15 hours, with the expectation that families will commit to the purchase of that 'place' from start of the term (or half term where a child is admitted mid way through the term) until the end of that term. A 'place' can also be considered as a full day on Friday of 7.5 hours for 30 Hour entitlement children.

'Top-up hours' may be offered to a child who already has a 15 Hours or 30 Hours Free entitlement place at the nursery school, where an additional 15 hour per week block could be purchased, to facilitate a full time place at the nursery school. This may occur only where a place is available.

Additional hours must be paid for a month in advance and is non-refundable.

Charges for sessions will be reviewed annually by the Trust, when an incremental increase in fees may be applied.

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4. Payment

Payment will be taken one month in advance. Failure to pay for the additional hours, will result in your child losing their additional hours.

5. Cancellation policy / Illness

Once you have booked a paid place, you are obliged to pay, even if your child does not attend for any reason, including sickness and holidays.

6. Unavoidable closure of school

The school policy and procedures apply. Nursery is closed for the main school holidays and Inset Days and there are no charges on these days.

7. Notice Period

If you wish to terminate your additional sessions, we require one month written notice.