



Prepared by: E Clarke  
Created: June 2017  
Reviewed: April 2024



## **NURSERY CHARGING POLICY**

This school charging policy applies to pupils admitted to the school nursery who attend on a Full Time basis.

## **NURSERY FEES**

All 3 and 4 year old children admitted to Eltham Church of England School Nursery have an entitlement to 15 hours per week free early education for 38 weeks pa.

## **FULL-TIME PLACES [30 hours per week]**

From the start of the academic session 2025/2026 following a child's admission to Eltham Church of England Nursery, they will become eligible for consideration for a full-time nursery place. This is dependent upon places being available and also at the discretion of the Headteacher and Early Years Co-ordinator and will depend on their opinion regarding the child's development and ability to cope with full-time nursery education.

Where a full-time Nursery provision is not considered appropriate or in the child's best interests, parents will be notified of the reasons by the Headteacher. Suitability for a full-time place can be reconsidered at any time during the school year, should the Early Years Co-ordinator and Headteacher feel this is appropriate and if places are available.

Parents may decline the offer of a full-time place or request that it be deferred until later in the school year by discussing this with the Headteacher or Early Years Co-ordinator. However, we cannot guarantee that a place will be available at a later date.

Where a parent accepts a full time place and then subsequently withdraws a child from these additional sessions, request for reinstatement to full-time nursery may not be made until the start of the term following withdrawal. Reinstatement of provision will be at the Headteacher's discretion.

The school reserves the right to withdraw the additional sessions' provision if the Headteacher feels this is in the best interests of the child. Parents will be given a minimum of two weeks' notice of withdrawal of provision in these circumstances.

**For those children taking up a full-time nursery place there is an additional charge, either:**

- a.** re children eligible for the 30 hours free education grant, the cost of the additional 1 hour per day, 5 days per week (including lunch time provision): **£49.00 per week**  
*or if not eligible for the 30 hours free education grant:*
- b.** the cost of the additional 4 hours per day, 5 days per week (including lunch time provision): **£151.00 per week**

**In accepting a full-time nursery place, parents agree to make payment at least four weeks in advance on receipt of our invoice. Late or daily payment is not acceptable and will lead to the immediate withdrawal of additional provisions.**

**ON NO ACCOUNT WILL CHARGES FOR CHILDCARE BE ALLOWED TO ACCUMULATE.**

#### **NOTICE OF TERMINATION**

Each party (nursery or parent) must provide a minimum of six weeks written notice to terminate your child's place.

Where withdrawal of provision has occurred due to failure to pay fees, the Headteacher reserves the right to refuse future reinstatement of additional sessions in the nursery. In addition, reinstatement of this additional provision will not take place until:

- a) Full payment of arrears of nursery fees has been made.
- b) A minimum of four weeks' fees have been paid in advance.
- c) The parent has met with the Headteacher or School Business Manager to discuss and agree a future payment schedule.

#### **PAYMENTS**

As detailed on our invoices, payable by direct bank credit to Eltham Church of England School.

Absences due to illness or holidays during term time will be charged at the full rate (less a deduction for a school meal).

Refunds will not be given for unavoidable/exceptional short-term school closures.

Only in very exceptional circumstances will charges be waived for non-attendance. The Headteacher reserves the right to make a decision on the level of charge in such circumstances.

Parents can receive a termly statement of fees paid, upon request.



## **NURSERY CHARGING POLICY AGREEMENT 2025/2026**

I confirm that I have read, understood and agree to adhere to this policy.

Child's Name: .....

Class: .....

Parent/Carer's Name: .....

Signed: .....

Date: .....