

St. Paul's Nursery School



Charging and Remissions Policy

The Governing Body of St. Paul's Nursery School endeavours to write and adopt policies that are fully inclusive for all children / staff / parents / carers / governors and members of the wider community.

Signature of Chair of Governors
Signature of Headteacher

J Hedley-Jones
C Rigden

Date of Adoption
Date of Review:

July 2020
July 2021

Updated July 2022 by C Rigden
Updated May 2023 by C Rigden
Updated June 2024 by C Rigden

The nursery school follows Local Authority advice regarding charges and remissions. The following details are specific to the nursery school;

Applicable Fees:

The nursery charges a £50 administration fee, payable by all parents when enrolling their child. This payment must be made by bank transfer, details are given on the application form. This will then be deducted from your first invoice.

15 hours places:

All children are entitled to apply for a 15 funded hour place at St Paul's Nursery School the term after they turn three. Paperwork confirming eligibility for this is given in application packs. The child's birth certificate must be seen to confirm date of birth before a place can commence.

This applies from 1st January, 1st April or 1st September following their third birthday.

'Rising threes'

We offer the option of starting at the beginning of the term that the child turns three. This is known as being a 'rising three' and places must be paid for in full if you are not eligible for the 9 months funding for working parents.

For example: If a child turns three on the 2nd September, their funded place would not begin until January, however if we have space we would allow the child to begin on September 1st (beginning of the autumn term) and the parent would pay the full cost of care.

2 years old:

Children may start with us from the age of two years for the academic year 2024 – 2025. This a one year 'pilot' for the nursery. Full fees would be payable if you are not eligible for the new funding available from 9 months old . Please contact for more information on these spaces as they are very limited. More information is available on www.childcarechoices.gov.uk

30 hour places:

Parents must apply online to be eligible for a 30 hour funded place at www.childcarechoices.gov.uk. Certain criteria apply. You are eligible if:

You, and any partner, must each expect to earn (on average) at least £139 per week (equal to 16 hours at the National Minimum or Living Wage).

If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible. You **can't** get 30 hours free childcare if **either** you, or your partner, each **individually** expect to earn £100,000 or more.

To keep your 15 or 30 hours free childcare place you need to check your details are up to date every 3 months. It is the responsibility of the parents to apply and reconfirm their details every three months. Nursery does send regular reminders to families.

Nursery Fees:

Breakfast club	Morning	Lunch time	Afternoon	After School provision	Full day place
7:30 – 8:30	8:30 – 11:30	£3 meal	12:30 – 3:30	3:30 – 6	7:30 – 6
£3.50	£15	£4 charge for care.		£10.50	£48 including meals

			£15		
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Wraparound and holiday club fees.

These fees are listed above. The school offers a holiday club in all holidays except Christmas and runs on Tuesdays, Wednesdays and Thursdays from 8-5:30. Places are:

Full day	Half day 8-1	Half day 1-5:30	Enhanced 1:1 or 1:2 ratio place
£33	£16.50	£16.50	Full day £65 Half day 8 – 12:30 £32.50 Half day 1 – 5:30 £32.50

Enhanced places are limited to children with additional needs, current pupils are prioritised and it is expected parents will apply for short breaks funding to supplement the cost. If parents are not in receipt of additional funding the 'application for remission of charge' form at the end of this policy should be completed to apply for an enhanced place at the usual day rate.

'Additional Facilities' Fee

The 30 hours free childcare offer is not intended to cover the costs of meals, other consumables (such as nappies or sun cream), additional hours or additional activities (such as trips). Providers may charge a fee for these additions. If you choose to pay for these it is an arrangement between you and the childcare provider. Childcarechoices.gov.uk

At St Paul's Nursery School we pride ourselves on offering the highest quality education that we can. This isn't possible with the funding allocated through the two, three and four year old scheme. In accordance with their terms and conditions we do not charge for care, however we do charge an additional facilities fee that covers snacks, drinks, breakfast, tea, activities, use of the square garden for forest schools, sun cream and other high quality resources such as visitors like professional storytellers and other curriculum enrichment opportunities we offer.

This fee is worked out as an additional £1 per hour for funded sessions. This is then multiplied by 38 weeks and divided by 11 months to give you monthly fee.

All fees are broken down and itemised on invoices given to you at the start of your child's place.

We offer a 50% discount on the 'additional facilities' fee to any families who were eligible for the two year funding, free school meals or early years pupil premium and also a 15% sibling discount for two siblings attending at the same time. Please let our team know if you are eligible for the funding.

Charges for your information are listed below:

Funded hours used	Additional services Weekly fee	Monthly fee Weekly x 38 / 11 months
The minimum attendance is 6 hours.		
6	£6	£20.73
7	£7	£24.18
8	£8	£27.63
9	£9	£31.09

10	£10	£34.54
11	£11	£38
12	£12	£41.45
13	£13	£44.90
14	£14	£48.36
15	£15	£51.81
16	£16	£55.27
17	£17	£58.72
18	£18	£62.18
19	£19	£65.63
20	£20	£69.09
21	£21	£72.50
22	£22	£76
23	£23	£79.45
24	£24	£82.90
25	£25	£86.36
26	£26	£89.81
27	£27	£93.27

Payment of Fees:

On enrolment you will be asked to indicate how you wish to pay your fees. We accept card payments via Family, childcare vouchers and payments through tax free childcare accounts. There is also a PayPoint option to pay your fees at certain shops if you do not have internet access.

Invoices are sent out on the first of the month for that month. Payment must be cleared by the 15th of the month. We appreciate sometimes there can be reasons for delayed payments and ask that if you know a payment will be late you let us know. If you are in financial difficulty you can complete the application for remission of fees form, which will be considered by the Head teacher.

All fees are renewed annually.

Consistent non payment of fees will be followed up, including through small claims court. Before taking this step:

A reminder will be given via email

A second reminder via email

Telephone call follow up

Meeting with the Head teacher to discuss payment options

If payment still isn't received the child's place will be frozen.

If payment still isn't made small claims process will begin.

Cancellation and non attendance:

Once places have been offered and accepted, a monthly payment is due by the 15th of every month.

Non attendance is still payable, even if your child is ill or on holiday.

If you let us know before 9:30 that your child isn't attending that day you will not be charged for lunch.

To cancel or change your place you must give four weeks notice in writing. We reserve the right to charge for the four weeks notice period.

All fees are calculated monthly and an invoice will be given to you with this fee.

Staff discount

Any person employed by the Nursery School is entitled to a 50% discount on nursery fees.

All queries about money will be dealt with by our admin staff, contactable on the school phone number.

Remissions

St. Paul's Nursery School believes that all pupils should have equal opportunities to benefit from school activities and visits both curricular and extra curricular, independently of their parent's/carer's financial means. To that end the Governing Body has agreed in circumstances of family hardship they will invite parents to apply, in confidence, for remittance of charges in part or in full. Pupils may be eligible for a remission of charge if their parent/carer is in receipt of at least one of the following:-

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income, assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190 from 6 April 2010)
- The guaranteed element of State Pension Credit
- An Income-related employment and support allowance
- Early Years pupil premium

In cases where the specific circumstances, often temporary, of a particular family's hardship fall outside these criteria; the Headteacher may use their discretion to remit charges in part or in full.

If a parent/carer wishes to apply for a remission of charge a form is available from the school office. Authorisation for such remission will be made by the Headteacher and/or a nominated Governor.

The decision of the Headteacher and/or nominated Governor will be final.

St. Paul's Nursery School	APPLICATION FORM FOR REMISSION OF CHARGE
12 St. Paul's Square York YO24 4BD 01904 622291	

To apply for a remission of a charge a parent/carer should complete this form with the following information.

Family name of Parent/Carer	Mr/Mrs/Miss/Ms/Dr/
Forename /s	Relationship to pupil
Full Postal Address	

Postcode		Phone No.		Mobile No.	
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Please give details below of each dependant child who is in full-time attendance at the school for whom you wish to apply for remission

Full Names of Child/ren	M/F	Date/s of birth	Class/es

Name of Activity		Date of Activity	
Please state the reason(s) why you are requesting remission:			

I wish to apply for remission of charges for the educational activity detailed above

Signature of Applicant Date

Please return the completed form to the school office in an envelope addressed to the Headteacher and marked confidential.

For School use only

Remission Approved	Yes / No	Reason
Signed by		
Position		
Date		

