Additional Nursery Places Charging Policy

STATUS:	DATE AGREED:	REVIEW DATE:
Policy: Statutory/Recommended/Additional	OCTOBER 2025	OCTOBER 2027
WRITTEN BY:	**RATIFIED BY THE GOVERNING BOARD AND SIGNED:**	
Kate Flowerdew		
CONSULTATION:		
PARENTS, STAFF, GOVERNORS		
RESOURCES AND REFERENCES:		
Spurcroft School, Victoria Park Nursery, Hungerford Nursery Charging & Remissions Policies		
PURPOSE AND AIMS:		
These are the Terms and Conditions for Parents/Carers accepting any paid session for their child at Spurcroft Primary School. It is the Parents/Carers responsibility to read and act on this information. When you have read this policy, please sign and return the agreement form at the end of the policy.		
PROCEDURE STATEMENT:		

Three Year Old Places - Additional Sessions

All Children are entitled to 15 hours of Government funding per week from the term commencing after their third birthday (their "core" funding). The School does not charge Parents/Carers for these sessions.

Subject to availability of places and at the discretion of the Headteacher, we are able to offer parents/carers the opportunity to purchase sessions in addition to these fifteen hours already allocated to 3 year olds under this scheme.

Implementation

1. Parents and carers should make their request for additional sessions in writing, on the school booking form, detailing what additional sessions they would like.

2. Additional sessions are offered on a termly basis as they may be needed in the future for another pupil as part of their free core funding. Sessions are allocated in a block for a whole term, and can only be changed in exceptional circumstances. In the event that these need to be changed, requests should be put in writing to the Headteacher with at least half a term's notice. A small number of places may be offered for the whole year if available.

3. If there is more demand than places, priority will be given as follows
   - Exceptional social grounds, as supported by Professionals.
   - Children of school staff.
   - Families who have already purchased additional sessions in the previous term, in order of the number of sessions booked i.e. starting with 5 sessions in descending order.

- Families booking 5 sessions every week, in date of birth order.
- Families booking fewer than 5 regular sessions every week, in date of birth order.
- Where a regular additional sessions place is required, a commitment for a whole term must be given. The whole session charge is applied, even if the child attends only part of the session. Places are charged at a rate agreed with the Headteacher and the Governor's Finance Committee in consultation with the School Business Team. The rates are available in the office and will be sent out with the offer letters.

4. The following charges currently apply for additional sessions. Payment for all sessions should be made on or before the date(s) specified on the invoice.

Session	Charge from January 2026
Morning session - 3 hours 8:45-11:45am	£18.00
Afternoon session – 3 hours 11:45-14:45pm	£18.00
Extended time (optional) 14h45 - 15h15	£ 3.00

5. New 3 year olds that have booked any additional sessions will be charged for these from 2 weeks following their start date as they may be asked to delay their start to their additional session(s) for that first period while they settle in.

6. Half a term's notice of cancellation for any session is required in writing.

7. Applications may be made for paid additional sessions at any time. However, the Headteacher may notify parents at any time that no further requests for additional paid sessions will be considered during the current term.

Collection of Fees

All fees will be invoiced as detailed above. All manual invoices will show the date, the rate charged, the dates for which the charges are made, the sum due, the payment due date and details of how to pay. Invoices are charged on a monthly basis and payable within 14 days of the date of the invoice.

PAYMENT METHODS

Direct Bank Transfer to Natwest Bank

Account Number: 16293940
Sort Code: 60-15-07
Acct Name: **WBDC Spurcroft Primary School Imprest Account**
Reference: Childs Name and Invoice number

Child Care Vouchers

Child Care Voucher payment can be set up through your childcare voucher provider using the above bank transfer information including account number, sort code and account name of SPURCROFT PRIMARY SCHOOL.
If using **Edenred** as your childcare voucher provider, the reference number is P20661844. A reference should not be required for any other provider.
Should you have any issues with the use if childcare vouchers please contact the Finance Team in the school office on 01635 871541 or via email finance@spurcroft.w-berks.sch.uk

1. All payments will be processed in accordance with school financial procedures.

2. The Finance Team will ensure that parents understand the charges so as to facilitate payment.

3. If the invoice is not paid, a verbal / written reminder of the amount due will be issued within fourteen school days of the due date.

4. If payment is not received immediately following this reminder;
    a. In the case of the invoice being for additional sessions, the Headteacher will suspend all additional sessions allocated and the Nursery place will revert to being the agreed 15 hour free provision only.
    b. On completion of payment, the Headteacher will advise if the Nursery sessions previously allocated may be reinstated and this decision will be notified to the Parent/Carer in writing.

5. In the event of continued non-payment, the school will send a formal letter setting out the amount that is owed and asking for payment within a further fourteen days. In the event that parents do not respond to this letter from the school and make payment within this time period, or if they do not make payments in line with any agreed schedule it may be necessary, the School will make a referral to West Berkshire Council Legal Services. A final 14 day demand letter will then be sent which will set out the amount of debt, the previous communication that the school has sent and the final deadline by which payment should be received. It will also outline the potential for court action and the consequences that non-payment might have. The matter will be referred to the Governing board and with the assistance of West Berkshire Council Legal Services; County Court (small claims court) proceedings may follow to recover the money. The school will also take steps to recover the costs of chasing the debt through the court. This could result in a County Court Judgment being placed against the debtor's name and address.

6. Parents will be asked to sign an agreement to confirm that they accept these terms and will make payment as requested.

7. No child will be allowed to stay for any session which has not been paid for.

8. Once Additional Session places have been paid for, refunds cannot be made for any missed or cancelled sessions whether planned (eg holiday) or unplanned (eg sickness, medical appointments).

9. The Headteacher may waive the charges in exceptional circumstances. A record will be kept of this decision with all the appropriate paperwork which will be filed for future reference.

SAFEGUARDING STATEMENT

We are committed to safeguarding and promoting the welfare of all pupils in our care. The health, safety and well-being of all our pupils is taken seriously and all staff and volunteers are aware of their responsibilities and will do all they can to provide a safe, caring and positive environment where children feel happy and secure.