



Early Years Part Time Charging Policy

Effective September 2019

Normanton Common Primary Academy offers term time, sessional funded places for children aged 3 and 4 years old. In addition to this, the school offers parents the option of taking 15 additional hours per week based upon the extended entitlement or '30 hours' scheme.

Funded or 'universal' hours

Funded or 'universal' hours can be taken by parents at the following times:

Morning session – 8:30am – 11:30am

OR

Afternoon session – 12:15pm – 3:15pm

These sessions are Monday to Friday during term time only.

Extended entitlement

From September 2019, we will be offering extended entitlement or '30 hours' at the following times:

Monday to Friday school term only 8:30am – 2:30pm.

As the afternoon session finishes at 3:15pm parents can choose to pay for additional provision until this time. Where a parent wishes to cancel either funded or paid for sessions, a period of 4 weeks' notice is required.

Charges

The extra part of the child's additional session 2:30pm – 3:15pm is chargeable at a rate of £5.00 per hour or part thereof (£3.75/day).

A full week is therefore £18.75

Charges are payable in advance for the half term and refunds are not given for non-attendance for any reason.

If a parent becomes ineligible for the additional funded hours, the place will be withdrawn at the end of the 'Grace Period'.

The school may request a deposit of £10.00 for an additional hours place if demand is high. This will be refunded as part of the first invoice once the child has taken up their place. Failure to take up the additional hours booked will mean the deposit becomes non-refundable.

Invoices

Parents will receive an invoice at the end of the half term. Payments are in advance and we will expect to receive this by the due date given. Payments should be by Pupil Asset.

Admission/Availability

Refer to the school Early Years Part Time Admissions Policy

The school will allocate universal 15 hours places based on our Early Years Admissions Policy.

If the number of application received for an extended nursery place does not exceed the number of places available then all children will be admitted. Where the school receives more applications than places available then children will be admitted on a first come first served basis. Where this is not possible, the school will apply the part time admissions criteria.

Sundries

Children taking up the extended/30hours entitlement may bring a packed lunch each day. Parents may choose to purchase a school meal. Orders and payments should be made through the school's online site. The cost of a school meal is £2.25 per day.

The school does not make a specific weekly charge for the food that children at snack time or for baking contributions.

Children who receive the additional 15 hours of childcare will be entitled to one carton of milk during their universal 15 hours session and will be offered water during their extended session.

Events such as educational visits and visitors into school are subsidised through fund raising activities alongside a request for a voluntary contribution from parents to cover part of the costs.

Revised January 2022