

Nursery Payments Policy 2025-26 Academic Year

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| Committee Responsible for Policy | Business Committee |
| Date to be updated | June 2026 |
| Headteacher Signature |  |
| Chair of Governors/ Committee Signature |  |

At Holy Trinity we aim to ensure that we all are **‘Growing Together as Children of God’**.

- We want our pupils to **grow** in confidence, independence, resilience and knowledge, so that all achieve their full potential and develop a life-long love of learning.
- We work **together** with families, community and church to model positive relationships, supporting each other, and acknowledging that we are stronger when we work together.
- We are growing together as **children of God**, strengthening our faith, secure in the knowledge we are unique, loved and cherished.

Biblical Basis

Romans 13:7-8

Give everyone what you owe him: If you owe taxes, pay taxes; if revenue, then revenue; if respect, then respect; if honour, then honour.

1. Introduction: Part Time, Full Time and Lunch Time Places

We can accommodate up to 26 children in the nursery at any one time. This number is made up of part time and full time places (all term time only):

- Children with **part time places** will attend either in the mornings (from 8.30am to 11.30am Monday to Friday) or in the afternoons (12.30pm to 3.30pm Monday to Friday).
- Children with **full time places** will attend from 8.30pm to 3.30pm Monday to Friday and must bring a nut-free healthy packed lunch or may have a school hot lunch.
- In addition, children with part time places may also take up **lunch time child care places** from 11.30am to 12.30pm. Children must bring a nut-free healthy packed lunch or may have a school hot lunch.

2. Charges

All parents must complete the Parent Funding Agreement Form to confirm how the named child will take up their funded early education entitlement.

Part time places – Fully Funded (15 hours per week)

Part time places are fully funded by the government’s Free Early Universal Education Offer which provides free nursery education for children over 3 years old for 15 hours per week.

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Full time places – Fully Funded (30 hours per week)

Some families are entitled to 30 hours' free childcare per week. More information is available at <https://www.gov.uk/30-hours-free-childcare>).

Our full time places are from 8.30am to 3.30pm, five days per week (35 hours per week in total). If families are entitled to 30 hours' free childcare per week, we offer the option for parents to collect earlier, at 2.30pm every day. Alternatively, parents can collect as normal at 3.30pm (please see part funded option below).

The 30 hours funding is subject to eligibility criteria which are determined by the government. If parents are offered a full day place and accept this but subsequently do not receive the government funding (or if they cease to be eligible during the year) they will be required to pay the school for all sessions not funded by the government.

Full Time Places – Part Funded (35 hours per week) - £9.50 per day*

Some families are entitled to 30 hours' free childcare per week. More information is available at <https://www.gov.uk/30-hours-free-childcare>).

Our full time places are from 8.30am to 3.30pm, five days per week (35 hours per week in total). If families are entitled to 30 hours' free childcare per week, we ask parents to pay a charge of £9.50 per day for the additional hour each day for which we cannot claim government funding (2.30-3.30pm).

The 30 hours funding is subject to eligibility criteria which are determined by the government. If parents are offered a full day place and accept this but subsequently do not receive the government funding (or if they cease to be eligible during the year) they will be required to pay the school for all sessions not funded by the government.

Full Time Places – Self Funded (35 hours per week) - £41 per day*

Families who are not eligible for 30 hours government funded childcare may choose to self-fund. Children will receive 3 hours of government funded "free" provision each day and then 4 additional self-funded hours at a cost of £41 per day.

Lunch Time Child Care Places - £9.50 per day*

Lunch time child care places are charged at £9.50 per day. Children may either bring a nut-free healthy packed lunch from home, or choose a hot meal in school at the standard charge set by the catering company (the 2025-26 academic year rate is £2.98 per meal)

*** Fees subject to annual review by the Governors Business Committee.**

3. Government Funding Codes

It is the parent's responsibility to establish whether they are or are not eligible for the 30 hours government funding.

Parents of children eligible for the 30 hours government funding must provide the school with their funding code and national insurance number via the Parent Funding Agreement Form no later than 14th July 2025 and when requested thereafter.

Every three months parents will need to reconfirm their eligibility, in accordance with instructions from HMRC which will be sent by email.

4. Payments

All payments must be made in advance, in half termly blocks, no later than the first day of the half term.

Payments should be made online using ParentMail or with Childcare Vouchers/ the Government's Tax Free Childcare Account. The ParentMail payment item will act as an invoice. It is the parent's responsibility to ensure that money is received by the school on time.

Where families are experiencing exceptional need and may temporarily need to pay in instalments they must request this by writing to the Headteacher before the payment deadline. Payment by instalments will only be agreed on a temporary basis. The decision on whether there is an exceptional need will be made by the Headteacher (or another Senior Leadership Team member in her absence) and all decisions will be final.

5. Overdue Payments

When a payment is two weeks in arrears, a letter or email will be sent asking for payment within 48 hours. If payment is not made within 48 hours there will be a 5% fine on the overdue amount. The school may suspend a full-time place in the nursery after 48 hours has elapsed until the payment is made.

If payments are received in arrears on more than two occasions, the school may withdraw a child's full time place. The period of notice given by the school will be 2 weeks. The child may continue to attend on a part time basis under the government's 15 hours' free child care arrangements.

Parents who are unable to meet their obligation to pay for a child's place in Nursery should discuss the situation with the Headteacher immediately.

6. Refunds and Notice Periods

Refunds are not payable, other than in exceptional circumstances.

Exceptional circumstances include those where a child is unable to attend or the place is not needed for reasons beyond your control – for example redundancy, bereavement or long term illness. Short term illnesses, playdates, unexpected family visitors or changes to a parent's work schedule are not considered exceptional circumstances. If parents would like to discuss exceptional circumstances with the school they should email the Headteacher. The Headteacher's decision (or the decision of another Senior Leadership Team member in her absence) on whether a circumstance is exceptional is considered final. Where cancellations are agreed to be due to 'exceptional circumstances' parents will be notified in writing and refunds will be given.

Refunds will be payable if the school is unable to provide a Nursery session e.g. due to unexpected school closure.

If parents wish to cancel a child's full-time place or lunchtime childcare place in the Nursery they must notify the school in writing as soon as possible and no later than two weeks prior the end of a half-term block. If notice is given after this deadline, parents may be charged for the forthcoming half term.

7. Complaints

The Nursery follows the school Complaints Policy.

8. Review

This policy is reviewed annually, or earlier if there are any significant government changes.