



Archbishop Runcie CE First School Nursery Charging Policy

Archbishop Runcie CE First School offers nursery places to children once they reach three years of age. Children are admitted at three points during the year: September, January and April, usually the term after the child's first birthday.

All children are entitled to a funded place for 15 or 30 hours per week from the term after their third birthday. Archbishop Runcie First School nursery is open term time only and is closed for teacher training days and bank holidays. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. To access 30-hour funding parents need to obtain a valid code, if parents do not obtain a valid code any sessions over 15 hours will be charged for. To check entitlement and to obtain a code please visit:

<https://www.gov.uk/get-tax-free-childcare>

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Funding is available as follows:

For a child born 1st April to 31st August, funding begins in September.

For a child born 1st September to 31st December, funding begins in January.

For a child born 1st January to 31st March, funding begins in April.

Starting Nursery before funding is available

A child may start at the nursery from their third birthday, if a place is available. Sessions will need to be paid for by the parent until funding becomes available.

Option 1 or Option 2 - 15 hours per week

In applying for and accepting a nursery place at Archbishop Runcie CE First School for 15 hours you are entering an agreement to use your initial 15 free hours with Archbishop Runcie CE for the entire academic year of which you have applied.

Option 3 - 30 hours per week

For those parents who are eligible for the 30 hours code: In applying for and accepting a nursery place at Archbishop Runcie CE First School for 30 hours, you are entering an agreement to use your initial 15 free hours and the additional 15 funded hours with Archbishop Runcie CE First School for the entire academic year of which you have applied. You also agree to confirm your 30 hours code by the deadline requested by Newcastle City Council or this will affect your child's additional free 15 hour place and you will be charged the cost of the remaining 15 hour nursery place.

NB: It is your responsibility to reconfirm your 30 hour code every 3 months on the Government portal.

For those parents who are not eligible for the 30 hours code: For those who wish to purchase the additional 15 hours the cost will be £15 per half day session. Single sessions cannot be purchased.

It is not possible to exchange sessions within a week.

Option 1 – 15 hours

Mon: 8.40am – 3.10pm

Tue: 8.40am – 3.10pm

Wed: 8.40am – 11.30am

Option 2 – 15 hours

Wed: 12.30pm – 3.10pm

Thu: 8.40am – 3.10pm

Fri: 8.40am – 3.10pm

Option 3 – 30 hours

Full time nursery place

Mon to Fri:

8.40am – 3.10pm

Description	Unit	Unit Price
Free entitlement hours (15h universal or 30h with code)	Weekly	Free
Additional 15h per week	Weekly	£75.00
Meals – daily hot lunch	Daily	£3.00
Educational visits (voluntary contribution)	Ad hoc	Ad hoc
Forest School sessions (voluntary contribution)	Annual	£10.00
Breakfast Club 7.45am-8.45am	Daily	£6.00
After School Club 3.15pm-4.15pm 3.15pm-5.30pm	Daily	£6.00 £12.50

Our fees are reviewed annually by the governing body in January. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss any concerns with the School Business Manager.

Payment terms

All families will be issued an invoice at the start of each half term. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent agreement and booking form. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

The payment term is within two weeks of issue date. Failure to do so can result in your child losing their place.

If you have any problems with your finances, please speak to the Early Years Foundation Stage Lead, Headteacher or School Business Manager. All financial issues will be treated in confidence. All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place.

The entitlement place is offered free. Parents will not be charged a "top up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate. All fees will be charged unless specific arrangements have been agreed and whilst a child contract remains in place.

In the event of non-payment, reminders will firstly be issued by speaking to the parents or informing them by email. This will be followed up in writing.

- If non-payment persists, the school will follow our bad-debt policy.

- If non-payment continues beyond the end of the half term, the child's place may be lost for the next term.
- We are unable to issue refunds when a child is absent due to family holiday/illness as staff have to be paid, regardless of the number of children present.

Cancellation policy/Illness and termination

Once you have booked any additional paid for sessions, you are obliged to pay, even if your child does not attend for any reason including illness and holidays.

Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to admin@archbishop.newcastle.sch.uk. Any funding entitlement claimed beyond the notice period is transferable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which form part of your childcare contract.

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

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:

1. Full payment of arrears of nursery fees has been made.
2. A minimum of four weeks' fees has been paid in advance.
3. The parent has met with the School Business Manager to discuss and agree a future payment schedule.

Review:

This policy will be reviewed every three years or earlier if deemed necessary.

Date	Reviewed / updated	Staff involved	Review Date
November 2025	New Policy – based on national and Newcastle City guidance	Rae Lowe	Nov 2028