



Reepham Primary School Charging Policy

Entitlement

Reepham Primary School supports the entitlement to 15/30 hours free early years provision for 3- and 4-year-olds.

All families are entitled to 15 hours of free entitlement. Universal free 15 hours provision is available the term following a child's third birthday up until they reach compulsory school age for every child irrespective of background or family circumstances.

Some families will be entitled to 30 hours free early years provision. This must be applied for, and an eligibility code obtained before the start of the claim period that they wish their child to receive the offer of 15/30 hours per week.

The Education Act 2002 offered the opportunity to develop childcare within the maintained sector. Maintained schools are being encouraged to develop 'wrap around' day care for 3- and 4-year-olds attending funded Early Years Foundation Stage (EYFS) Education. The Department for Education advises that while free entitlement at the point of delivery is statutory, provision beyond 15/30 hours is not and therefore can be charged, in line with the power to charge for extended services. See Childcare Act 2006 (secretary of state's code of practice 2010). The Local Governing Board of RPS makes charges for additional childcare under section 27 of the Education Act 2002.

Purpose of our provision (Working parents)

The extended provision supports parents who want to return to work, or access education and training. For children with working parents, the provision can enable access to quality childcare and education throughout the day in a single setting. This enhances children's well-being promoting secure foundations for future learning and life.

Aims of the Policy

- To ensure that charges are fair and affordable.
- To uphold the Government's policy of free entitlement for 15/30 hours a week over 38 weeks of the year, this will be maintained subject to session availability.
- To ensure that childcare is flexible and meets the needs of working parents.
- To ensure that parents can identify on their invoice the charges made in relation to additional hours above the 15/30 free hours.

A review will be made each year in June to be implemented in the Autumn Term. Any increase in charges will be made primarily to sustain the Nursery provision. Parents will be informed well in advance of any increase in charging (1 calendar month).

Education/Childcare Charges

Childcare provision can be available from 8:30 to 15:00, five days a week for 38 weeks of the Year (190 days).

This can be achieved via our session times; we offer a morning session 8:30 – 11:30 (3 hours) an afternoon session 11:30 – 14:30 (3 hours) or a full day session 8:30 – 14:30 (6 hours).

For children attending a full day session we offer an optional extended session from 14:30–15:00 this does not attract funding and is charged at £2.50 per session.

Parents are not obliged to purchase additional hours to secure a free place. The charging policy covers children accessing provision additional to Early Years Foundation Stage funded education.

No charge can be made for the Early Years Foundation Stage funded education place of 15/30 hours per week, but parents can purchase additional childcare provision where available.

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.

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 families will be issued an invoice within the first week of every half term, for that half terms sessions, unless the balance equals zero and the payment term is within 7 days.

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals, or consumables.

The costings are based on resource requirements to meet Early Years Foundation Stage requirements as specified by Ofsted.

Payment information

The following fees apply when families claim a funded entitlement as part of childcare arrangement.

Additional hours including those not funded by the local authority will be charged at the current session rate. We do not offer an hourly rate in our nursery. Charges apply irrespective of whether your child attends a part or whole of the session time.

The current session rates for a morning (8:30 – 11:30) or afternoon (11:30 -14:30) are -
£16.00 per session

If your child attends a full day session at a payable cost this will be 6 hours therefore full day session fees are -
£32.00 per session

A full day session is 8:30 – 14:30 (with an option to extended to 15:00 at an **additional cost of £2.50**)

Additional Services

Charges for additional services, such as trips, will be agreed in advance with families.

Those who attend the Full Day Session or Afternoon Session can attend a lunch session. If your child attends the morning session, they will need to be collected at 11.30am. If your child is attending the lunch session, please provide them with a packed lunch or order a school meal. The school meals will need to be pay for in advance using our Arbor site.

Other charges.

We do not charge a deposit, we do not charge a retainer fee, we do not charge a registration fee, we do not charge for late invoice payments.

Late Collection.

As of January 2026, we will charge a late collection fee of £2.50 per session and this will apply to all our session times. If you fail to collect your child on time your late payment fee will be invoiced separately, and a payment will be required within 28 days of you receiving this invoice.

Our fees are reviewed annually in June. Families will be given at least 1 calendar month notice to inform them of any change and given the opportunity to discuss options with EYFS Lead, HR & Office Administrator, Head of School and Executive Headteacher.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked and finalised before the childcare arrangement is formalised.

The notice period for withdrawing from the Nursery is half a school term.

Families wishing to terminate their childcare contract must provide a minimum of 'half a school term' notice in writing to the school office. 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 formed part of childcare arrangement.

Payment Details

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Payment will not usually be refunded when a child is on holiday or absent due to illness. If your child has re-occurring illnesses or is absent for an extended period fees will be reviewed on a case-by-case basis. Should you disagree with the school's decision you can make an appeal via our complaints policy.

Payment needs to be made via our parent app - Arbor. If for any reason you are unable to access your Arbor app, please seek assistance from the school office.

Charges will be made for sessions when nursery is closed due to circumstances beyond the school's control e.g. extreme weather or health and safety reasons. This is because the overheads of the Nursery, such as staffing, still need to be covered.

Collection of unpaid fees.

1. Debt Collection

1.1 The local Governing Body has a duty to ensure the school receives all the funds to which it is entitled, including nursery fees.

A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders, and invoices.

1.2 The school will not initiate legal action to recover debts. However, we will refer uncollected debts to the Local Authority to consider such action.

2. Roles and responsibilities regarding debt collection

2.1. The Executive Headteacher, Head of School and HR & Office Administrator will ensure that:

- Letters requesting money are accurately recorded and those records maintained.
- Evidence of the steps taken by the school in pursuance of debt is recorded including dates and times of both letters and phone calls.
- A final reminder is sent by recorded delivery to the debtor.
- The privacy of the family involved will be respected and only made known to those who need to know.
- The level of outstanding debt can be determined at any time.

2.2. The Local Governing Body:

- Will prescribe and regularly review the arrangements for debt recovery.
- Must approve any legal action taken.
 - Will record all approved action in the minutes of the relevant meeting.
 - Will adhere to the privacy arrangements.
 - May delegate its responsibilities under this policy to the Headteacher.

3. The process for pursuing debts.

3.1 **Informal reminder** – Within 3 days of late payment, the debtor will be informally reminded in person, by email or SMS that they owe money to the school.

3.2 **First reminder** – If the debt is yet to be paid one week after an informal reminder, a formal letter will be sent to the debtor.

3.3 **Second reminder letter** – If the debt is yet to be paid one week after a first formal reminder, a second formal letter will be sent to the debtor. The school has the right to alert parents that continued late payments may result in the loss of their children's place at Nursery. These letters allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt should the issue proceed further.

3.4 **Final reminder letter** – If no response is received following the second reminder, the school will send a letter to the debtor advising them that they will be referring the matter to the Local Authority to consider legal action. This letter will be sent by recorded delivery to ensure the debtor has had every chance to respond. At this point a decision will be made by the Local Governing Body as to whether the child's place will be revoked.

3.5 **Possible legal action** – If no payment is made the Local Authority will decide whether to take legal action against the debtor.

Changes to sessions

Unfortunately, we are unable to accommodate short term changes to Nursery session's such as changing from a Thursday morning to a Friday afternoon for one week only. We require a half term notice for any changes. A new contract must be submitted and approved. This is subject to session availability.

Application for a Nursery Place

Applications can be made anytime by phoning or going into the school office. Name, date of birth, address and phone number are required. You will then be provided with a session

request form, charging policy and application pack. Confirmation of your place and session will be given when your contract has been completed by all parties.

Complaints

Our complaints policy is made available to all our families as part of the registration and school website. It is also available in paper format from the school office if required.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in our funding agreement and in Early Education and Childcare Statutory guidance for local authorities) a complaint can be submitted directly to our Executive Headteacher - Mrs Catherine Ogle.

Review and Monitoring

This policy will be monitored by the local Governing Board and will be agreed on an annual basis.

Signed on behalf of Reepham Primary School

Signature

Name.....

Date.....

Review date: September 2026

Policy updated: June 2025