



*Creative
Education
Trust*

Nursery Charging Policy 2025-26

Policy Owner	Financial Controller
Reviewed by	Director of Finance on 18/06/25
Approved by CEO	CEO on 26 th June 2025
Last reviewed date	Jun 2025
Next review date	Jun 2026



Policy Statement

The nursery of Woodlands Primary Academy aims to run its finances at a sustainable level to cover the costs of running the nursery.

Our nursery is staffed by a Nursery Manager and 3 teaching assistants who plan activities and experiences to promote each child's individual learning experience.

Funding

- Government funding for nursery places comes from the Local Authority and currently this results in a free entitlement for all children of 15 hours per week, from the term after the child's third birthday.
- In addition, children of working families may be entitled to an additional 15 hours making a total of 30 hours of free provision. Parents/carers can see the eligibility criteria at <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>.
- Government funding is intended to cover the cost to deliver 15 or 30 hours per week of free, high quality childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services. (see below for further charges).
- The free entitlements will be delivered consistently, so that all children accessing any free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional hours, services, meals or consumables.
- Children need to have their valid eligibility code (at the first day of the funding block) to use the extended 30 hours for free. This code needs to be renewed regularly and this is the responsibility of the parents/carers to ensure that the code is renewed before the first day of the funding block (1st January, 1st April, 1st September).
- If a valid eligibility code is not received by the nursery then any hours used will be charged.



Charges

- The nursery charges £5.28 per hour for those hours over and above the free 15 hours entitlement, where children are not entitled to a 30 hours funded place.
- Fees are set at a reasonable level to cover direct costs and overheads, and are broadly in line with the Early Years Funding we receive from Norfolk County Council.
- Fees are reviewed annually.
- Children who are present during lunchtime (11:30am – 12:30pm) have the option to receive a hot meal from the school's canteen. The charge of a nursery meal is £2.50; meals are booked and paid for through Arbor. Some Children may be entitled to Free School Meals – applications must be made directly to the Local Authority. Please follow the link to check eligibility <https://www.gov.uk/apply-free-school-meals>. If children attending for the full day do not wish to have a school meal, then they will need to provide their own packed lunch.
- The resources used in the nursery are free, but occasionally you may be asked to provide items for certain activities.
- In the case of children being toilet trained, nappies and wipes etc are not provided by the nursery so parents/carers need to supply relevant items.
- We open for funded hours Monday – Friday 8:30am – 3:30pm, term time only. There is an option to use the wrap around club services of the academy, at an additional charge:
 - Breakfast Club: £2.50 per day, opening at 8:00am
- The use of wrap around provision is by agreement only. In the event of a child not being collected at home time, and subsequently attending After School Provision, parents/carers may be charged for this care.

Uniform

- As the nursery is part of Woodlands Primary Academy, we recommend the children to wear the school uniform. Information for purchasing the uniform is available at the academy office.



Trips/Events/Outings

Trips can be fun and educational for children. We plan to arrange trips and outings throughout the year. If the nursery plans a trip, outing or event, we may request parental contributions to enable us to run this event.

Collection of fees

- Parents/Carers are required to sign a contract when accepting a nursery place and agree to pay the relevant fees. The charges of the non-funded hours are payable monthly and must be paid within 7 days of the date of invoice. If fees are not paid on a timely basis then the child's place may be reallocated.
- The payment of wrap around club provision should be made in advance, when booking via Arbor.
- We understand that if a family is experiencing financial difficulty, it may be hard to make complete payment in one instalment. In such situations, on a case-by-case basis, the Head Teacher will negotiate payment in alternative instalments.
- If fees are not paid as agreed, the following procedure will apply:
 1. The school office will make a verbal request for payment by an agreed date.
 2. If payment is not received, the EYFS Lead will ask for payment in writing, noting that the child's place could be withdrawn if payment is not forthcoming by a particular date.
 3. In the unfortunate event that payment is not received, the child's place will be withdrawn.

Absence and illness

The academy office should be notified as early as possible of any absence by phoning 01493 665314. Missed sessions will still be chargeable due to the need to cover committed costs including staffing. For the same reason any parent/carer who takes a child out of the nursery for the purposes of a family holiday or day out, will still have to pay for any contracted sessions.



Change of hours or sessions

We ask for one month's notice of changes or reducing of hours and sessions in a written format, which is to be given to the Nursery Lead. Whilst every effort is made to accommodate your required sessions it cannot be guaranteed as sessions are allocated on a first come first served basis, due to staff ratios.

I have received, read, understood and agreed with the Nursery Charging Policy.

Child's name:

Parent's/Carer's name:

Signature:

Date: