

Broomwood Primary School

Little Oaks Charging Policy

Charging - Pre-school Aged Children

In Little Oaks we offer free entitlement of 15 hours to pre-school aged children under three, dependant on criteria laid down by Government (see admissions policy). In addition to this we can now offer 30hours Working Parents Provision and Paid Provision to offer more opportunity for parents who work, are in education or training and are not eligible for funding.

Policy aims: We want to ensure that:

- our charges are fair and affordable, which will be regularly reviewed
- we do not profit from the paid service nor does the service impact negatively on our budget
- all parents are clear about the charges; what the charges cover and what will happen if the contractual agreement, that is signed up to, is not adhered to
- 'free' entitlement is always a priority and that the pre-school admission policy is implemented so that paid places are offered first to those children living within the catchment area, and that this service works to support the needs of our community.

Eligibility Provision 15hour - Charging for Top-ups and what is included:

Top ups will cost £120.00 for five sessions from 11.30am to 3.30pm. (This price is subject to change annually, dependent on other cost increases). It would be preferred that parents agree to a whole week of top-up sessions, however at the discretion of the head teacher, these can be reduced to a minimum of three sessions per week, thus the charging would work at £24.00 per day. The price determined for the top-up sessions has taken into consideration all of the costs included in the running of Preschool. This has been completed in conjunction with the LA. As all children who require the top-up service will be allocated a morning place, the cost includes the following: Cover for the children from 11.30-12.30 over the lunch-time break; the teaching session in the afternoon until 3.30. Within the afternoon, the children will be fully integrated into the nursery class which they are familiar with. See Appendix A

No Eligibility – Paid Place Charging and what is included:

If you are not eligible for any funding, charges will be made for full days and will cost £210.00 per week. (This price is subject to change annually, dependent on other cost increases). The price determined for place has taken into consideration all of the costs included in the running of Preschool. This has been completed in conjunction with the LA.

Working Parent Eligibility Provision 30hour - Continuous Block/Charging and what is included:

Due to the recent changes in legislation, working parents who are eligible for 30hours provision now have two options within our setting to utilise their hours. Parents can use the hours in a continuous block each day from 8.30am – 2.30pm (this does not incur any charges). If preferred Parents can extend their session to 3.30pm each day which will incur a charge of £6.00 per day (£30.00 per week billed monthly - This price is subject to change annually, dependent on other cost increases). Parent can change their option, but we will require half-term's notice. See Appendix B

School Lunches

There will be an additional cost of £3.00 a day if you would like your child to have a school lunch. Alternatively, your child could bring a packed lunch each day (this must conform to our schools healthy eating policy).

Timing and breakdown of the payments:

- All payments must be paid in **advance** on the 1st of every month. There may be some flexibility with regards to paying on this date; however, this must be agreed with the school office, and it must be the same date of every month. At the start of the academic year, in September, payments must be given on the 1st if you require top-ups straight away. The payments should be made on ParentPay®
For Top Up
- The breakdown of payments is based on £6.00/£24.00 a day (depending on option taken) and is calculated on the number of sessions per individual calendar month. For example, in September 2025 there are 21 sessions available between 2nd and 30th September therefore the amount payable for top-up provision will be $21 \times £6.00/£24.00 = £126/£504$ Whereas the number of sessions available between 1st and 31st October is 16 x £6.00/£24.00 sessions therefore the cost will be £96.00/£384.00
- Top-up requirements need to be agreed half a term in advance. If requirements change, we will work out the difference in payment based on £6.00/£24.00 a day and reduce or increase the next requirement accordingly.
- Payments will be required even if the child is off due to sickness or for a holiday
- Invoices will be sent out approximately two weeks before the payment is due, and the terms will state that payment needs to be received by the 1st of the next month or the date agreed with the school office.
- Payment for pre-school place is required until the end of the term following the child's third birthday. For example, if a child's birthday falls on 15th February, then payment for provision will be required until 31st March, after this date the child will become eligible for three year funding and no further payment is required. The child will remain in the two years setting until a

place in our Nursery becomes available or until the child moves on to a new setting.

Non-payment of fees:

- If payment has not been received by the end of the following month or the date agreed, and no contact has been made with the office, then school has the right to withdraw sessions immediately and any monies owing must be paid in full or this will be pursued through a small claims court.
- Payment of unpaid fees may be pursued through a small claims court however we will endeavour to support you and give you every opportunity to bring the account up to date before following this course of action.

All parents/carers requiring paid sessions will be required to agree to a contractual agreement with the school (appendix A).

All parents/carers requiring 30-hour option will be required to agree to a contractual agreement with the school (appendix B).

Charging - Nursery Aged Children

In Little Oaks we offer the free entitlement of 15 hours to nursery aged children, irrespective of background or family circumstances (see admissions policy). We also offer an additional 15-hour provision for working parents based on certain eligibility (see our admissions policy for further details). In addition to these funded places, we offer 'top-up' provision to provide more opportunity for parents to return to work, education or training. This will support families in reducing the impact of poverty.

Policy aims: We want to ensure that:

- our charges are fair and affordable, which will be regularly reviewed
- we do not profit from the top-up/lunchtime provision service nor does the service impact negatively on our budget
- all parents are clear about the charges; what the charges cover and what will happen if the contractual agreement, that is signed up to, is not adhered to
- 'free' entitlement is always a priority and that the nursery admission policy is implemented so that top-ups are offered first to those children living within the catchment area, and that this service works to support the needs of our community.

Eligibility Provision 15hour - Charging for Top-ups and what is included:

Top ups will cost £80.00 for five sessions from 11.30am to 3.30pm. (This price is subject to change annually, dependent on other cost increases). It would be preferred that parents agree to a whole week of top-up sessions, however at the discretion of the head teacher, these can be reduced to a minimum of three sessions per week, thus the charging would work at £16.00 per day. The price determined for the top-up sessions has taken into consideration all the costs included in the running of the nursery. This has been completed in conjunction with the LA. As all children who

require the top-up service will be allocated a morning place, the cost includes the following: Cover for the children from 11.30- 12.30 over the lunch-time break; the teaching session in the afternoon until 3.30. Within the afternoon, the children will be fully integrated into the nursery class which they are familiar with. See Appendix A

Working Parent Eligibility Provision 30hour - Continuous Block/Charging and what is included:

Due to the recent changes in legislation, working parents who are eligible for 30hours provision now have two options within our setting to utilise their hours. Parents can use the hours in a continuous block each day from 8.30am – 2.30pm (this does not incur any charges). If preferred Parents can extend their session to 3.30pm each day which will incur a charge of £4 per day (£20.00 per week billed monthly - This price is subject to change annually, dependent on other cost increases). Parent can change their option, but we will require half-term's notice. See Appendix B

School Lunches

There will be an additional cost of £3.00 a day if you would like your child to have a school lunch. Alternatively, your child could bring a packed lunch each day (this must conform to our schools healthy eating policy).

Timing and breakdown of the payments:

- All payments must be paid in **advance** on the 1st of every month. There maybe some flexibility with regards to paying on this date; however, this must be agreed with the school office, and it must be the same date of every month. At the start of the academic year, in September, payments must be given on the 1st if you require top-ups straight away. The payments should be made on ParentPay®

For Top Up

- ❖ The breakdown of payments is based on £4.00/£16.00 a day (depending on option taken) and is calculated on the number of sessions per individual calendar month. For example, in September 2025 there are 21 sessions available between 2nd and 30th September therefore the amount payable for top-up provision will be 21 x £4.00/£16.00 = £84/£336.00 Whereas the number of sessions available between 1st and 31st October is 16 x £4.00/£16.00 sessions therefore the cost will be £64.00/£256.00
- ❖ Top-up requirements need to be agreed half a term in advance. If requirements change, we will work out the difference in payment based on £4.00/£16.00 a day and reduce or increase the next requirement accordingly.
- Payments will be required even if the child is off due to sickness or for a holiday
- Invoices will be sent out approximately two weeks before the payment is due, and the terms will state that payment needs to be received by the 1st of the next month or the date agreed with the school office.

Non-payment of fees:

- Payment of unpaid fees will normally be pursued through a small claims court.

If payment has not been received by the end of the following month or the date agreed, and no contact has been made with the office, then school has the right to withdraw sessions immediately and any monies owing must be paid in full or this will be pursued through a small claims court.

All parents/carers requiring top-up sessions will be required to agree to a contractual agreement with the school (appendix C).

All parents/carers requiring 30-hour option will be required to agree to a contractual agreement with the school (appendix D).

Appendix A:



Broomwood Primary School Pre-school Paid Place contractual agreement

I have read the charging policy, and I agree to the following:

- All payments must be made in advance on the 1st of every month or on a consistent date, agreed with the school office. ☐
- I still have to pay if my child is absent from school with sickness or for a holiday. ☐
- I understand that the payments are based on £18.00 per session/£42.00 per day* and are spread over eleven calendar months, excluding August. ☐ (*delete as applicable)
- I understand that my requirements will need to be agreed a half term in advance with the school. ☐
- I understand that if I do not pay on time then my place will be terminated and that payment may be pursued through a small claims court. ☐

Name of child.....

Date of birth.....

Signed.....

Print name.....

Appendix B:



**Broomwood Primary School
Extended Provision contractual agreement**

I have read the charging policy, and I agree to the following:

- All payments must be made in advance on the 1st of every month or on a consistent date, agreed with the school office. ☐
- I still have to pay if my child is absent from school with sickness or for a holiday. ☐
- I understand that the payments are based on £6.00 a day and are spread over eleven calendar months, excluding August. ☐
- I understand changes to top-up requirements will need to be agreed a half term in advance with the school. ☐
- I understand that if I do not pay on time then my provision place will be terminated and I will be required to collect my child at 2.30pm and payment maybe pursued through a small claims court. ☐

Name of child.....

Date of birth.....

Signed.....

Print name.....

Appendix B:



**Broomwood Primary School
30hour Provision contractual agreement**

I have read the charging policy, and I agree to the following:

- I would like to utilise my 30hours as a continuous block. ☐
- I understand that this means my child will attend from 8.30am until 2.30pm each day ☐
- I understand any changes to requirements will need to be agreed a half term in advance with the school
- I understand that late collection impacts on staffing and therefore I will ensure my child is collected on time each day ☐
- I understand that I will have to pay a late fee of £10 if I do not collect on time
- I understand that continued lateness may result in termination of this provision. ☐

Name of child.....

Date of birth.....

Signed.....

Print name.....

Appendix C:



Broomwood Primary School Nursery top-up contractual agreement

I have read the charging policy, and I agree to the following:

- All payments must be made in advance on the 1st of every month or on a consistent date, agreed with the school office. ☐
- I still have to pay if my child is absent from school with sickness or for a holiday. ☐
- I understand that the payments are based on £16.00 a day and are spread over eleven calendar months, excluding August. ☐
- I understand that my top-up requirements will need to be agreed a half term in advance with the school. ☐
- I understand that if I do not pay on time then my top-up place will be terminated and that payment maybe pursued through a small claims court. ☐

Name of child.....

Date of birth.....

Signed.....

Print name.....

Appendix D:



**Broomwood Primary School
Extended Provision contractual agreement**

I have read the charging policy, and I agree to the following:

- All payments must be made in advance on the 1st of every month or on a consistent date, agreed with the school office. ☐
- I still have to pay if my child is absent from school with sickness or for a holiday. ☐
- I understand that the payments are based on £4.00 a day and are spread over eleven calendar months, excluding August. ☐
- I understand changes to top-up requirements will need to be agreed a half term in advance with the school. ☐
- I understand that if I do not pay on time then my provision place will be terminated and I will be required to collect my child at 2.30pm and payment maybe pursued through a small claims court. ☐

Name of child.....

Date of birth.....

Signed.....

Print name.....

Appendix D:



**Broomwood Primary School
30hour Provision contractual agreement**

I have read the charging policy, and I agree to the following:

- I would like to utilise my 30hours as a continuous block. ☐
- I understand that this means my child will attend from 8.30am until 2.30pm each day ☐
- I understand any changes to requirements will need to be agreed a half term in advance with the school
- I understand that late collection impacts on staffing and therefore I will ensure my child is collected on time each day ☐
- I understand that I will have to pay a late fee of £10 if I do not collect on time
- I understand that continued lateness may result in termination of this provision. ☐

Name of child.....

Date of birth.....

Signed.....

Print name.....