

NURSERY CLASS

St. John's Mead CEVC Primary School
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AIMS & FEES POLICY 2024/2025

AIM

St John's Mead Nursery aims to provide value for money in an appropriate environment for children to develop early social and intellectual skills in accordance with the Key Principles which run through the EYFS.

FEES OVERVIEW

- All children over the age of 3 are entitled to 15 hours per week of free nursery provision from the term following their third birthday. The 15 hours is equivalent to 5 sessions at St John's Mead Nursery Class.
- Some children may be entitled to 30 hours per week of free nursery provision from the term following their third birthday. Information on eligibility can be found using the following link www.southglos.gov.uk/freechildcare The 30 hours is equivalent to 10 sessions at St John's Mead Nursery Class.
- Any extra sessions required would be subject to a charge, currently £15.00 per session.
- Once a child is 3, they may attend nursery for the rest of that term, sessions to be paid for by the parent or carer.
- Session times run from 8:45am to 11:45am and 12pm to 3pm.

REGISTRATION PROCEDURE

- A non-refundable registration fee of £10.00 made payable to St John's Mead School, should be included with any offer of a place accepted at St John's Mead Nursery. This fee includes the cost of a T-Shirt once your child starts attending.
- Confirmation of your child's Nursery sessions will be sent to you during the term prior to them starting.
- Any offer of a place at St John's Mead Nursery will not be considered binding until the school has seen your child's birth certificate.

FEES

- Nursery fees for the 2024/25 academic year are £15.00 per session per child and are payable in advance. The Nursery Administrator will issue an invoice at the end of the preceding term and fees can be paid either online through School Gateway or at one of the local shops offering the Paypoint service monthly. NB Any child due to start Nursery in term 1 of the academic year (from September) will be sent an invoice for their term 1 fees in term 6 (summer term) of the preceding academic year.
- If you wish to stop your child's attendance at Nursery, you will need to give 4 weeks notice, in writing, of the date you intend to withdraw your child. Failure to do so could leave you liable for any fees for the following term.

The School will review Nursery fees on an annual basis in the summer term. Any increase will take effect from the start of the new academic year in September.



AIMS & FEES POLICY 2024/2025 (cont.)

HOLIDAYS & ABSENCE

- If you are going away on holiday, you must notify the Nursery staff of the dates your child will be away from their session, in advance and in writing. All children in receipt of 15/30 hours free entitlement can only be away for a maximum of two weeks at a time and still claim grant money. If your holiday exceeds this given period, a child may not be eligible to claim free funding for the full period and may be required to pay for the sessions missed.
- Children missing Nursery due to family holidays will have to pay for any session in excess of a week's funded sessions. If your child is absent due to illness, any fees still have to be paid. The only exceptions will be hospital/paediatric appointments. Parents may be asked to provide evidence.

NON-PAYMENT OF FEES/TOP-UP FEES

In the event of non-payment of fees, the following steps will be taken:

- A written reminder from the Nursery Administrator will be sent to the parent if fees have not been paid in advance of the term/month to which they apply
- A parent may apply to the Nursery Administrator in advance to pay fees due on an instalment basis. Terms must be agreed between the Nursery Administrator and the parent.
- If fees remain unpaid by the deadline date given, the School reserves the right to exclude the child from Nursery until fees are paid in full. The Nursery Administrator will notify parents of this. (*NB* If a child is excluded from Nursery the place may be offered to another child and it may not be possible for the excluded child to return to Nursery for the same sessions.)

FREE PROVISION

- Nursery offer 38 weeks per year of free provision. If the Nursery is closed on a day that your child normally attends, you are welcome to bring them in on another day in the same week but only by prior arrangement with the Nursery staff or the Nursery Administrator.

This Policy was approved by the Governors, February 2024.

This Policy covers the period from 1st September 2024 to 22nd July 2025. It will be reviewed February 2025.