Hemswell Cliff Nursery School
'Little Lancasters'
Charging Policy

Policy Information			
Status:	Statutory	**Reviewed by:**	Full Governors
Cycle of Review:	Annual	**Policy Ratified:**	July 2026
Signed as accepted:			

Policy Statement

The Little Lancasters Nursery at Hemswell Cliff Primary School aims to run its finances at a sustainable level to cover the costs of running the nursery.

Our nursery is staffed by a Deputy Nursery Manager and one teaching assistant 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 15 or 30 hours per week.
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 of delivery of 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 £5.50 per hour for those hours above the free 15 or 30 hours (dependant on eligibility.)

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 Lincolnshire County Council. Fees are reviewed annually.

Children who are present during lunchtime (12.30 to 1.00pm) have the option to receive a hot meal from the school's meal provider. The charge for a nursery meal is £2.50. Meals are booked and paid for through Ideal school meals by the parents/ carers.

Snacks – Children will receive one snack in the morning sessions and one snack in the afternoon sessions at a charge of £0.80 per session.

Some Children may be entitled to EY 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.

We open for funded hours Monday – Friday 9.15am – 3:15pm, term time only. There is an option to use the following, at an additional charge:

- Little Lancasters Breakfast Club: £1.20 per day, opening at 8:45am – 9.15am

If a parent is late to pick up their child/ children then a late payment charge will be made, this is £5 per 15 minutes. This is at the manager's discretion whether this charge should be waivered.

Additional charges – Where nursery supplies are used, such as nappies, a discretionary charge will be applied to the next invoice.

Uniform

As the nursery is part of Hemswell Cliff Primary School, we recommend the children wear a school jumper/ uniform. Information on purchasing the uniform is available from the school office and can be purchased online at https://www.uniform-direct.com/acatalog/Hemswell-Cliff-Primary-School.html

Trips/ events/ outings

Trips can be fun and educational for children. We arrange trips and outings throughout the year. If the nursery plans a trip, outing or event, we will always ask for consent, and we may request parental contributions.

Collection of fees

Parents/Carers are required to sign this policy 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 breakfast club should be made in advance when booking (by 3.15pm the Thursday prior to the week commencing.)

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 SBM will ask for payment in writing, noting that the child's place could we 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 school office should be notified as early as possible of any absence by phoning 01427 668383. 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/ sessions

We ask for one month's notice of changes or reducing 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: _____