



Nursery Charging Policy

September 2025

FIN-01



APPROVAL COMMITTEE	DATE APPROVED	REVIEW DUE DATE
Finance	June 2025	June 2026

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EQUALITY IMPACT STATEMENT

The governing board has reviewed this procedure to ensure that it does not discriminate against any individual or group on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity, or socio-economic status. This procedure has been developed with due regard to the school's Public Sector Equality Duty (PSED) under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, and victimization.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

The governing board is satisfied that this procedure reflects the school's commitment to promoting equality and inclusion.

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Nursery Childcare is available Monday to Friday 9.00am to 3.00pm. Some provision is provided free of charge with additional hours funded either by Government or paid for by the parent/carer. Full details are given below.

The Nursery is open term-time only for 38 weeks in the school year, and is closed for teacher training days in line with the whole school calendar.

Free funded places: basic allowance 15 hours.

All nursery aged children are entitled to a FREE Government funded place for 15 hours per week starting after their third birthday depending on availability. The free funded sessions are available with some flexibility e.g. five mornings or over two full days and one half day depending on session availability. However, places in our Nursery are limited and allocations are subject to the rules detailed within our Nursery Admissions Policy (see below).

Free 30-hour funded places: additional allowance five full days per week

The Government provides free 30-hour placements for families where both parents work and earn between a minimum and maximum amount according to Government criteria: follow link <https://www.gov.uk/free-childcare-if-working/check-youre-eligible>. To access this funding, you must apply before each term starts and obtain a tax code from HMRC. Further information, including details of how and when to apply can be found online at <https://www.gov.uk/30-hours-free-childcare>. Please enquire with the school office if you wish to access the 30-hour free entitlement or you have any queries. If your child stays for a full day, i.e. over lunchtime, you will need to provide a packed lunch.

If your child joins Nursery and you have not notified us of your HMRC code in advance or have registered elsewhere, all unfunded charges (see below) will need to be paid to the school until funding can be accessed for the following term.

Government funding as explained above does not cover the cost of meals, consumables, additional hours or services. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority (Government) and the current hourly rate. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services or consumables.

Nursery Admissions Policy

The Nursery Admissions Policy explains the process and rules for allocating the limited number of places available. Parents/carers should read this Policy before making an application for a place. It is available via our website and upon request from the school office. It is issued to all families as part of the registration process after being offered a place.

Funded hours may be claimed up to the maximum for which the child is eligible, subject to availability.

Chargeable childcare hours: times and prices



Families entitled only to Government funded Nursery education of 15 hours may require up to 30 hours per week. We offer flexible options with regard to additional sessions. These additional hours will be charged at a rate of £27.00 per session (3 hours @ £9.00).

Children must be provided with their own packed lunch if they are attending all day.

Additional costs

Occasionally, we may ask for a voluntary contribution to cover trips or school based experiences such as visits by theatre companies. This is requested in advance by letter/email.

Although these contributions are voluntary, the school will incur any shortfall if parents do not pay, which adversely affects our budget, so we request that you pay these if at all possible please.

Uniform

Uniform is available from our external provider www.PMGschoolwear.co.uk. Costs are available from their website. Children are expected to wear a school sweatshirt and have a book-bag. Further details on uniform are available on the school website at <https://www.csgvillageschool.org/school-uniform>. Second hand uniform may be available from the PTA.

Notice of increase in fees

If we need to increase prices, we will give notice one term in advance.

Booking additional hours

Please apply for a place at our nursery by contacting the school office on 01494 872160 or emailing infantoffice@csgvillageschool.org.

All children on roll will be expected to attend Nursery for all their booked sessions. Once your child has been allocated a place you may confirm with us which additional sessions you require via our Nursery Hours Application Form. Please see our Nursery Admissions Policy for details on the options available.

Payment terms

No deposit is required to place your child on our nursery waiting list.

Payments for additional sessions must be made at the time of booking using the school's online payment system.

Cancellation policy/illness

If your child does not attend for any reason, including illness and holidays, no refunds will be given.

Unavoidable closure of school

The school policy and procedures apply. Nursery is closed during school holidays and on training days and there is no charge for these days. Should school be closed for reasons beyond our control, you will not be charged for the sessions affected.



Notice period

We require a minimum of a full half-term notice in writing if your child will no longer be attending our Nursery or if any changes are required to the allocated sessions but we would appreciate as much notice as possible. Any payment that has already been made within their full half-term notice period will not be refunded and any further payment required to complete your commitment to the end of the half term period will be charged.

Late payment fees/debt collection

In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions. Your child will be able to attend any Government funded sessions that he or she is entitled to until any outstanding debts are cleared. We understand that financial difficulties may arise at any time and ask that you talk to us in confidence regarding this.

Late collection of children

If you are unexpectedly late to collect your child, please inform the school by telephone immediately. If you are regularly late, there will be additional charges at a proportion of the hourly rate, (even if you are only accessing the free funded hours) and your child's place may be withdrawn.

Additional Funding

We aim to identify all children that may be entitled to funding to support specific needs, such as Early Years Pupil Premium or Special Educational Needs Funding. In such cases, the school will submit a claim/application to enable us to provide additional support to improve the outcomes for those specific children. The application/claim is made by the school and is funded through the school budget.

This policy has been written with regard to the DFE Guidance:

- Early Education and Childcare Statutory Guidance for Local Authorities – June 2020
- Early Years Entitlements: Operational Guidance for Local Authorities and Providers – June 2020