St. Joseph's R.C. Primary School

Nursery Payment Policy

September 2026

Review: September 2027

Policy Review

This policy will be reviewed in full by the Resources Committee.

The policy was last reviewed and agreed by the Resources Committee in September 2026.

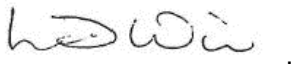
It is due for review in September 2027

Hayley Francis Date: September 2026

Head Teacher



Lindsay Wise Date: September 2026
Chair of Governors



Statutory Early Year Funding Entitlements

The early years entitlements are as follows in accordance with the Department for Education:

- the 15 hours entitlement for eligible working parents of children from 9 months to 2 years old
- the 15 hours entitlement for eligible working parents of 2-year-old children
- the 15 hours entitlement for disadvantaged 2-year-olds
- the universal 15 hours entitlement for all 3 and 4-year-olds
- the additional 15 hours entitlement for eligible working parents of 3 and 4-year-olds

The entitlement hours are up to 15 hours of childcare a week over 38 weeks of the year (equivalent to a maximum of 570 hours a year), or, for 3 and 4-year-olds, up to 30 hours of childcare a week over 38 weeks of the year for qualifying children of working parents (equivalent to a maximum 1,140 hours a year).

From September 2025, eligible working parents of children aged 9 months and above will be able to access 30 hours (over 38 weeks a year) from the term following their child turning 9 months to when they start school.

Registration Fee

When registering for a nursery place at St Joseph's, a £50 registration fee is required to secure this booking. Once the child has enrolled the £50 will be returned or added as credit to your parent account.

Payment terms

Invoices will be issued by 20th of each calendar month

Any queries regarding invoices need to be made before 28th of each calendar month

Payments will be made monthly in advance by the 1st day of each calendar month.

Late payment fees after the 10th of each calendar month will incur a daily charge of £5.00

Fees remain due in the event of your child's absence, for any reason, as our running costs remain the same (this includes family holidays and sickness)

If fees are not paid, all additional services offered, other than the free entitlement, will be withdrawn until the fees have been paid.

Parents will be asked to provide an email address so we can send invoices electronically via Nursery in a Box.

All late or non-payments will be passed to a debt collection agency who will act on our behalf to retrieve all outstanding payments.

In cases of prolonged absence e.g. through illness, parents should consult the Nursery Manager

Late collection fees

In cases where a child is not collected within fifteen minutes of the end of the day or after school activity a charge of £10.00 will be made to the parent / carer for up to 15 minutes of non-collection and then £10.00 thereafter for each 15-minute period that the child is not collected.

Childcare Vouchers

If you are already part of a work-based voucher scheme these vouchers can be used to pay towards your childcare fees. Most employers choose to operate their childcare voucher scheme via 'salary sacrifice'.

So long as your cash salary does not fall below the National Minimum Wage, you can choose to take Childcare Vouchers as part of your work package.

The Childcare Vouchers are used as a portion of your salary (up to £55 per week or £243 a month) and you do not have to pay National Insurance Contributions (NIC) or Tax on that amount. Exactly how much you save depends on how much tax and National Insurance you pay.

Additional information

- Nursery places are allocated subject to availability
- The Nursery closes for the statutory bank holidays and four days over Easter
- Children must attend for at least two sessions each week (on two separate days)
- Funding contract - parents must agree to sign and date the local authority funding contract on request (usually renewed termly when they have reconfirmed the code).

- Updating the code - parents must agree to update their funding code online termly. If they fail to update their funding code within the timescale required, they might not receive their full hours.

- A school meal can also be purchased at £2.45 per day via parent pay.



NURSERY SESSIONS	TIMES Mon to Fri	DAILY CHARGE Under 2 yr old	DAILY CHARGE 2 yr old	DAILY CHARGE 3 & 4 yr old
Breakfast Club	7:45am - 9:00am	£7.50	£6.50	£6.00
Morning Nursery Session	9:00am - 12:00pm	£23.50	£19.50	£16.00
Afternoon Nursery Session	12:00pm - 3:00pm	£24.00	£20.50	£16.50
School Day Nursery	9:00am - 3:00pm	£43.50	£36.50	£28.50
After Nursery Care	3:00pm - 4:30pm	£9.00	£7.50	£7.00
After Nursery Care to include snack / tea	3:00pm - 5:45pm	£11.00	£9.50	£9.00