

Charging Policy

2025-2026

Cecil Gowing Infant and Nursery School



Headteacher: Aimee Bulman

Chair of Governors: Julie Bennett

Review date: September 2026

Charging Policy

1. Policy Statement

At Cecil Gowing Infant and Nursery School, we are committed to providing high-quality early education and childcare that is accessible, inclusive and transparent for all families.

We offer government-funded places alongside additional paid sessions and optional services. This policy sets out:

- What is funded
- What may be charged for
- How and when fees are applied
- Payment expectations

Our approach reflects Department for Education guidance on charging for early years provision and ensures fairness for all families.

2. Funded Places

We provide funded early education places in line with current government entitlements.

Universal 15 Hours Funding

Available for all children aged 3 and 4.

Funding becomes available from **the term after a child turns three**, not from their third birthday.

Extended Funding Entitlements

Additional funded hours may be available for eligible working families, including:

- Extended funded hours for 3- and 4-year-olds
- Extended funded hours for eligible 2-year-olds, in line with national rollout guidance

Eligibility must be confirmed via a valid funding code.

Two-Year-Old Funding

Funded places are available for eligible families meeting government criteria.

What Funding Covers

Funded hours cover the cost of early education and childcare provision only.

They do **not automatically include**:

- Meals or snacks

- Additional services
- Optional activities
- Personal consumables

These may be charged separately where applicable and in line with statutory guidance.

3. Charges for Additional Hours

Where children attend sessions **beyond their funded entitlement**, the following charges apply:

- **£16 per session (3 hours)**

This applies to:

- Families not accessing funding
- Hours exceeding funded entitlement
- Additional ad-hoc sessions

4. Lunchtime Provision

Lunch club forms part of the nursery day and may be included within a child's funded entitlement where hours are claimed across the lunch period.

Where families access lunchtime provision **in addition to their funded hours entitlement**, the following charge applies:

- **£3 per lunch session**

Families may choose to adjust their funded hours to include lunchtime where eligible.

5. Meals and Snacks

We follow Early Years Foundation Stage nutritional guidance to ensure all food provided is healthy, balanced and nutritious.

Where the school provides food, this may include:

- Morning snacks (fruit, toast, milk, etc.)
- Afternoon snacks

Charges for snacks are agreed at registration and detailed within the childcare contract.

Food Brought From Home

Families choosing to supply food must:

- Provide all meals and snacks for each session attended
- Follow our Food and Nutrition Policy
- Avoid restricted items
- Pack food safely in named insulated containers

We cannot refrigerate or reheat food brought from home.

Fresh drinking water is always available.

6. Consumables and Activities

We do **not charge** for essential consumables required to deliver the Early Years Foundation Stage curriculum, including:

- Craft materials
- Paper, paint and glue
- Learning resources

These are considered part of statutory provision.

Voluntary Contributions

We may request voluntary contributions to enhance children's experiences, for example:

- Specialist workshops
- Visitors
- Enrichment activities
- Celebratory events

These contributions are optional. Children will never be excluded if families choose not to contribute.

7. Personal Consumables

Families may be asked to provide personal care items where required, such as:

- Nappies
- Wipes

- Creams
- Suncream

Families may supply their own or agree a charge through their childcare contract.

All items must be clearly labelled.

8. Contributions Toward Enrichment

Families are asked to contribute **50p per session attended** to support enrichment activities and enhanced experiences within the nursery.

This applies to all children attending nursery sessions, whether funded or fee-paying.

This contribution is voluntary and supports provision beyond statutory requirements.

9. Registration and Administration

Families must complete a nursery placement request form prior to admission.

Where a place is offered and accepted but subsequently not taken up, the school reserves the right to charge a **£25 administration fee** to cover staffing, planning and administrative costs incurred.

The school may review repeated non-take-up of places where this impacts sustainability of provision.

10. Payment Terms

Fees and additional charges are payable half-termly in advance.

Invoices are issued at the **end of the preceding half term** and must be paid before the start of the new period.

Payments can be made via:

- BACS
- School payment portal

Late payments may incur a **£10 weekly charge**.

Continued non-payment may result in withdrawal of nursery provision.

11. Notice Period

We require **six weeks' written notice** if families wish to:

- Reduce sessions
- Amend attendance
- Withdraw their child

Fees remain payable during the notice period.

12. Support With Fees

We understand family circumstances can change.

Families experiencing financial difficulty should speak confidentially with the Nursery Manager or School Office. We will work supportively to agree payment arrangements where possible.

13. Equality and Fair Access

We deliver funded entitlements consistently to ensure all children receive the same quality of provision, regardless of whether families purchase additional services.

No child will be excluded from funded provision due to non-payment of voluntary contributions or optional extras.

14. Monitoring and Review

This policy will be reviewed annually by the Headteacher and Governing Body to ensure compliance with:

- Department for Education guidance
- Local Authority funding agreements
- EYFS statutory requirements

Next Review: September 2026