WATTON WESTFIELD INFANT & NURSERY

WATTON JUNIOR

'A Community of Ambition, Creativity and Kindness'

Charging policy for extended schools

This policy will be reviewed in full by the Governing Body on an annual basis.

Reviewed By	Local Governing Body
Meeting at which policy was reviewed and approved	March 2026
Next Review Date	Spring 2027

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1.0 Nursery – 'Hedgehogs' & 'Squirrels'

1.1 Introduction

This policy is drawn up meeting the requirements of the Early education and childcare: Statutory guidance for local authorities (valid from April 2026) and Local Authority Funding Agreement (April 2025).

1.2 Funded places

All three- and four-year-olds are entitled to a universal free early years education place for 570 hours a year (15 hours a week) over no fewer than 38 weeks of the year. Working parents of three- and four-year-olds may be eligible for an additional 15 hours, totalling 1,140 hours a year (30 hours a week).

From April 2024, eligible working parents of two-year-olds are entitled to 570 hours a year (15 hours a week). From September 2024, this 15-hour entitlement extended to eligible working parents of children from the age of 9 months.

Watton Westfield Nursery & Infant School offers places for children from 2 years and up.

1.3 Equality of Access

These free entitlements will be delivered consistently so that all children receive the same quality of provision, regardless of whether parents opt to pay for optional hours, meals, or consumables. In accordance with DfE statutory guidance, parents will not be charged a 'top-up' fee to cover any gap between Local Authority funding and the school's hourly rate

1.4 Extended hours (11.30am – 12.30pm)

Should you wish to extend your child's day, lunch places can be booked in advance. Lunch is open to any child in nursery. This can be added onto a morning or afternoon session. We ask that you provide a healthy packed lunch for your child, which includes a sandwich. Please do not bring any sweets, glass bottles, chocolate or fizzy drinks. We are a nut free school, so please do not send in any nuts or products containing nuts. A school hot meal can be ordered.

1.5 Additional hours and services

If you would like to book extra sessions/days outside of your funded hours. These will be allocated on a first come first served basis and must be arranged in advance. If you would like to increase your sessions, this will be subject to availability of spaces and adequate staffing levels.

1.6 Fees

- Additional sessions for 3- to 4-year-olds are charged at £6 per hour.
- Charges for additional services such as trips will be agreed in advance with parents.

- School dinners are charged at £2.42 per meal
- Snacks are provided, with a £1 per week voluntary contribution requested.
- Deposits are not charged to secure a free place
- Retainer fees are not charged
- Registration fees are not charged
- Late fees are charged at £6 per hour/part hour to cover the cost of staffing payment
- Parents will only be invoiced for those sessions not covered by the free nursery entitlement.

  For example, parents of a 3- or 4-year-old eligible for funding attending 5 morning sessions of 3 hours per week term time of 38 weeks would not make any payment, provided that the nursery entitlement is not being claimed for session at any other providers.

- Children who are accessing our 2-year-old nursery and who are not entitled to 'means tested' funded places or working parent entitlement are charged at £6 per hour.

1.7 Notice of increase in fees

If we need to increase prices, we will give notice of one month.

1.8 Vouchers

We can accept *Busybee*, *Fideliti*, Sodexo and *Edenred* childcare vouchers, plus Co-op and tax-free childcare. Please speak to the school office for more information.

1.9 Booking

Please book through Magic Bookings; the link is provided on our school website.

1.10 Payment terms

Payment can be made wholly in advance, or a monthly payment plan can be offered through Magic Bookings.

1.11 Collection Arrangements and Late Charges

Please always let the Nursery know who will be collecting your child. The Nursery reserves the right to impose charges for late collection of children up to £6 for every hour or part hour to cover the additional staff costs incurred.

1.12 Voluntary contributions

These are requested to cover the cost of snack, trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received.

1.13 Cancellation policy/Illness

Refunds or credit notes are given from Magic Booking with more than 24 hours' notice of cancellation. Notice of any intention to change this will be advised to parents as soon as possible. You do not have to pay for funded places if your child does not attend, as the funding is in place for your chosen days during the term, but it would be appreciated if you could telephone school to inform the teacher of any absence. Persistent absence with no plausible explanation may result in a funded place being withdrawn.

1.14 Unavoidable closure of school

Should school be closed for reasons beyond control, you will not be charged for the sessions affected.

1.15 Notice period

We ask that parents give as much notice as possible, with the minimum being one month.

1.16 Late payment fees and debt collection policy

Where payment is outstanding Magic Booking will send reminders and prevent further bookings in the first instance.

The school office reviews all accounts weekly and will chase outstanding payments. If necessary, should the debt still be outstanding the debt will be referred to the Trustees to confirm what further action is taken which could involve passing the matter to Clarion Corvus Trust solicitors for recovery.

At that point your child's place will be terminated for chargeable sessions.

While the school reserves the right to terminate places for chargeable sessions due to non-payment, a child's access to their statutory funded entitlement will not be withdrawn due to outstanding debts for additional services or meals.

2.0 Breakfast Club and After School Club

Watton Westfield Infant and Nursery School offers parents of children from our school, and their Siblings, the option of accessing our extended schools' breakfast and after school clubs.

2.1 Breakfast Club

The Breakfast Club runs from 7.30am to 8.40am. Westfield children are escorted from the 'club room' to their classrooms. Children from Watton Juniors are escorted to the school gate.
The
fee for breakfast club is £6 per hour booked (to be reviewed each September). The club includes breakfast for the children, if required. Breakfast may include toast, cereal, yogurt and fruit. Milk, water or fruit juices are available to drink. Breakfast is not served after 8.15am. A

charge of £1.00 is made for breakfast and must be booked in advance.

2.2 After School Club

The After School Club runs from 3.10pm to 6.00pm.

Children from Westfield Infant and Nursery School are collected from the school; children from Watton Junior School are collected from the gate and escorted back to Watton Westfield. The fee for after school club is £6 per hour; part hours will be charged to the next full hour (to be reviewed each September).

The club includes an early evening snack for the children which may include hot food such as beans on toast, pizza or cold food such as sandwiches and yogurt. Snack is served at 4.45pm.
A charge of £2.00 is made for the evening meal and must be booked in advance.

Any dietary concerns can be catered for if you discuss them with the childcare co-ordinator.

3.0 Medication

Watton Westfield Infant and Nursery School's policy is that we will be able to give prescribed medicines to children. These can only be given if a Med 1 form has been completed. If possible, the setting should be given secondary inhalers for retention in the club for asthmatics or auto-injectors for allergic reactions. Children with complex medical needs will need Health Care Plan, (copies from the school setting). Children with food intolerances and allergies will need Medical Alert forms completed (copies from the school setting).

It is the parent/carer's responsibility to ensure that the setting is aware of any relevant medical information.

4.0 Bookings

In July, the dates of the following academic year are made available for booking on Magic Bookings. Magic Booking holds all the emergency contact numbers. Should any of these emergency contact numbers change at any time; parents need to update their account.

5.0 Collections

Parents are expected to collect their child/children at the pre-agreed time. Charges will be applicable if more than 10 minutes later than booked. Fees will be charged at £6 per hour or part hour. As with Watton Westfield Infant and Nursery School, our policy is that if a child is not collected at the pre-agreed time, the setting will make every possible attempt to make contact with the parents, however it retains the right to contact the necessary authorities i.e. police or social services for advice.

6.0 Photographic Consent

All parents/carers will be asked to complete photographic consent on Magic Bookings giving agreement for us to either use, or not use, images of their child/children taken within the clubs. These images will only be used within the clubs or on literature promoting the clubs.

7.0 Unavoidable closure of school

Should school be closed for reasons beyond control, you will not be charged for the sessions affected.