



## **Annex B: Nursery Charging Policy**

### **1. Purpose**

Details as to how nursery charges are applied at Our Lady & St Anne's Catholic Primary School in compliance with Department for Education (DfE) regulations and ensuring transparency for parents and carers.

### **2. Free Entitlement**

All 3- and 4-year-olds are entitled to:

- 15 hours per week of free early education during term time.
- Eligible working parents may access 30 hours per week (subject to HMRC eligibility).

Parents/Carers need to apply through the online childcare service at [www.beststartinlife.gov.uk/eligibility-checker](http://www.beststartinlife.gov.uk/eligibility-checker) or call 0300 123 4097

Parents/Carers will receive a working families' childcare code which you must give to your provider before the start of your child's eligible term.

Funded hours are free at the point of delivery. The school will not charge for:

- Registration or administration fees.
- Basic educational resources.
- Snacks during funded sessions.

### **3. Optional Charges**

Charges apply only for additional services beyond funded hours, including:

- Meals: Parents may provide a packed lunch or purchase school meals at the current rate of £2.70.

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

- Consumables: Optional items such as nappies or sun cream if not supplied by parents.
- Trips and Activities: Charged separately and always optional.



#### **4. Invoicing and Payment**

Invoices will clearly separate funded hours from paid extras.

Payment is due monthly in advance via Arbor, the school's payment system.

Late payments may result in withdrawal of additional sessions.

#### **5. Eligibility and Reconfirmation**

Parents must reconfirm eligibility for 30-hour funding every three months via HMRC.

Failure to reconfirm may result in reverting to 15-hour provision.

#### **6. Notice Period**

Four weeks' written notice is required for changes to booked sessions.

#### **7. Compliance**

This policy complies with:

- DfE Early Education and Childcare Statutory Guidance.
- Local Authority funding agreements.

#### **8. Review**

This annex will be reviewed annually or in line with changes to national guidance.