Truro and Penwith Academy Trust

Nursery Charging Policy

2026 – 2027

Helston Day Nursery

Document Control:

Version	Date Approved	Approved by	Summary of changes	Next review Date
1.0	July 2026	Trust Board	New Policy	September 2027

1. Introduction and Core Principles

This policy sets out a clear and structured framework for nursery fees, paid sessions, and government-funded provision at Helston Day Nursery.

Our Nursery is open term-time only and for staff training days.
Standard operating hours are Monday - Thursday 8:00am-5:00pm and Friday 8:00am-4:00pm

2. Government-Funded Entitlements

We offer government-funded childcare places for eligible families:

- **15-Hour Funding:** Available from the term after a child's third birthday. Some two-year-olds are also entitled to funding (criteria apply).
- **30-Hour Funding:** Available from the term after a child turns nine months old until they reach school age (criteria apply).
- **Core Education:** Core early years education, staff teaching, and use of learning environments are entirely free of charge.
- **No Conditional Access:** Securing a funded place is never conditional upon purchasing additional paid hours, meals, or services.

3. Fee Structure and Additional Services

Children may start nursery from 6 months of age, before government funding is available, if nursery staffing can accommodate the requirements.

Meals and Consumables
Government funding is strictly for educational provision and does not cover the cost of meals or physical consumables. The nursery provides these as optional, additional services:

- **Meals:** £2.10 per day for a two course cooked meal from the College canteen.
- **Consumables:** Parents/ carers must provide a packed lunch alternative and a fully stocked bag containing their child's own nappies, wipes, and sun cream daily. A child's funded hours will remain unaffected if parents choose this option.

Optional Extras
From time to time, we organise optional activities that fall outside the standard Early Years Foundation Stage (EYFS) curriculum (such as external sports coaching or day trips). These are billed separately and require explicit parental consent and agreement in advance.

Sessions:

• **Session Timings:**	Morning (8:00am – 12:30pm)	Under 2's: £33.75 Over 2's: £31.50
	Full Day (8:00am – 5:00pm)	Under 2's: £67.50 Over 2's: £63.00
• **Hourly rate:**		Under 2's £7.50 per hour Over 2's £7.00 per hour

Funding Shortfall Weeks
On rare occasions, government funding does not cover the full number of weeks the main school is open.
- These shortfall weeks (usually 1 or 2 per year) are chargeable to parents.
- Parents will be notified during the half-term prior to any shortfall.

4. Bookings, Payments, and Cancellations

Payment Terms
- All bookings are managed by the Nursery Manager.
- Payments must be made online via ParentPay.
- Invoices must be paid in full within two weeks of receipt.

Cancellations and Absences
- **Notice Required:** 1 months' notice is mandatory to change or cancel any session.
- **Illness and Holiday:** Sessions remain fully chargeable during child illness or term time holidays.
- **School Closures:** No charges apply if the school is closed.

Unpaid charges
- Unpaid balances result in the immediate suspension of paid nursery sessions until the debt is cleared.
- Persistent non-payment will trigger a formal warning letter, and requested sessions may be lost.
- Debts outstanding for over 90 days will be legally recovered as a civil debt.

5. Attendance

Attendance Requirement
- Although children under the age of five are not statutorily required to attend an educational setting, we expect children enrolled at the academy to maintain an attendance level **above 90%**.
- In accordance with Nursery Funding Guidelines, if attendance drops below 90%, the school retains the right to withdraw the child's sessions (both funded and paid).

6. Regulatory Compliance Safeguards

To ensure complete compliance with DfE rules, the academy enforces the following protections:
- **No Top-Up Fees:** We never charge parents the difference between our standard hourly rate and local authority funding rates.
- **No Mandatory Access Fees:** Registration or admin fees are never a condition for securing a funded place.
- **No SEND Surcharges:** Additional charges are never levied for staff support or resources required for children with Special Educational Needs and Disabilities (SEND).

7. Notice period

We hope that you will not need to leave our nursery, but we require notice in writing if your child will no longer be attending. We ask that parents/carers give as much notice as possible, with the minimum being three full weeks. Any payment that has been made for a place within your full three-week notice will not be refunded and further payment will be required to complete your commitment to the end of the three-week period.

By registering your child with Helston Day Nursery, you are indicating your acceptance of these terms.

Parent/Carer Signature: _____

Date: _____