

Hungerford Nursery School Centre for Children and Families

Charging and Remissions Policy including Terms and Conditions September 2025

To be reviewed: Annually

Policy Agreed: 04.06.2025

To be reviewed: June 2026



Headteacher	Sign & Date: 04.06.2025	
Chair of Finance	Sign & Date: 10.06.25	

Date	Description of any changes
26.09.2022	New policy added in inset days - training
1.11.2022	Clarification of all year charging
24.01-2023	Consolidation of Policy & T & C's
28.03.2023	Updated costs from September 2023 and clarification of no stretched offer available
10.09.23	Terms and Conditions updated for All year children
19.12.23	Updated review date to be January 24 as per FGB
25.03.2024	Increase in charging discussed
01.05.2024	Changes to prices & offerings
13.01.2025	Removal of references to hot lunches & updates to funding entitlements. Incorporated 'Wrap around' policy into Charging & Remissions policy. Included prices from September 2025
01.05.2025	Removal of all year reference from September 2025 onwards



Hungerford Nursery School

Charging and Remissions Policy September 2025

Hungerford Nursery is a Local Authority maintained nursery school. Maintained nursery schools provide early education and childcare to children under 5 during school hours in term time.

This policy sets out the charges and ways in which financial barriers are minimised (remissions).

In line with the government policies, we provide:

- **2-year-old Entitlement Funding** - 15 hours of free nursery education for eligible 2-year-olds (low income or SEN criteria), the term after their 2nd birthday.
- **Universal Entitlement** - 15 hours of free nursery education for children the term after their 3rd birthday.
- **Working Parent Entitlement** - 30 hours of free nursery education for eligible children from 2 years old.

To check whether your child is eligible for any of these entitlements please visit the Childcare Choices website [here](#).

In addition to free funded hours we support parents by providing:

- **Breakfast club, After School Club, and extra hours** which are chargeable.
- **Self-Funded Sessions** for 2 – 5 year olds.

Charges

Charges are reviewed annually by the Governing Board

Summary of Fees 2 – 5 Year Olds from September 2025	
Hourly Rate	£7.50
Breakfast Club – 8am – 9am incl. food	£8.00 per session
After School Club – 3.30pm – 5.30pm incl. snack	£16.00 per session
Snack and Cooking Ingredients per term	£25 per term (Autumn, Spring and Summer)

Any money owed to the school has an impact on the budget and may affect the resources we can provide to all children. We hope that parents understand this and will make every effort to avoid owing the school money.

Session Offers

- **15 Hour Offer** – 5 days 9am - 12pm, 5 days 12.30pm – 3.30pm or 3 days 9am - 2pm
- **30 Hour Offer** – Monday – Thursday 9am – 3:30pm and Friday 9am - 1pm

Exceptions: Attendance patterns for children with additional needs or who have an EHCP will be decided through liaison between the parents/carers and our SENDCo. These will be decided on an individual basis taking into account the needs of the child and the school cohort.

Funding

Universal Entitlement

Children become eligible for Universal Entitlement on the dates set out below:

- Children born between 1st April to 31st August, are eligible from 1st September (Autumn Term), following their third birthday.
- Children born between 1st September to 31st December, are eligible from 1st January (Spring Term), following their third birthday.
- Children born between 1st January to 31st March, are eligible from 1st April (Summer Term), following their third birthday.

Working Parent Entitlement

30 hours funding may be shared between Hungerford Nursery School and another setting. A minimum of 50% (15 hours) must be used at Hungerford Nursery. Your child does not need to attend nursery for the full 30 hours. However, if you wish to increase their hours at a later stage, this should be done at the beginning of a term, before the nursery claims the funding. If hours are increased after the claim has been made, the extra sessions will need to be paid for in advance until the end of that term, as we are unable to make a further claim.

Fees

- Our rates are based on the academic year from 1 September 2025 to the 31 August 2026.
- The term-time rate is based on 38 weeks in 3 terms (Autumn, Spring and Summer).
- We accept vouchers from all voucher providers and payments from HMRC Tax free childcare savings scheme

Outings and Enrichment Experiences

Occasionally we arrange trips or offer enrichment experiences within and beyond the setting that may incur charges which we may ask for contributions towards. If you are experiencing financial hardship and are unable to contribute towards these, please speak to the Headteacher in confidence—we believe that child should miss out on additional experiences due to cost.

No child will be excluded from any such visit if their parents have not made any contribution towards the visit costs but the school may not be in a position to run these sorts of trips without a sufficient amount of overall additional contributions.

Terms and Conditions

- All payments are to be made through our online payment system SchoolMoney, via bank transfer or using childcare vouchers
- Fees are payable half termly in advance. Non-payment of fees after 5 weeks may result in the nursery place being suspended until full fees have been paid. If you would like to pay weekly or monthly, please make arrangements with the Office.
- Payment for any extra ad hoc session must be paid via SchoolMoney before the session is taken.
- Whole sessions must be paid for even if your child does not attend for the whole time.
- No refund or reduction is available for sessions not used due to holidays or sickness.
- Places are non-transferrable.
- Self-funded spaces are available – please note that we require children to attend a minimum of two separate sessions each week in order for self-funded spaces to be allocated.
- Breakfast club, After School Club and any extra sessions are not included in the funded hours and must be paid for.
- Four weeks' notice of cancellation of a place is required in writing. If less than 4 weeks is given, fees owed up to the end of the 4-week period will be payable, whether the child attends the sessions or not.
- Parents are asked to make a financial contribution towards the daily healthy snack that children receive and ingredients for children's cooking sessions.
- Staff have 5 training days in the year when nursery will be closed. We will always try to give at least one term's notice to parents of closure days; you will not be charged for any days that the nursery is closed, including bank holidays.

Anyone experiencing difficulty paying is encouraged to speak to the Head Teacher in confidence, before a debt accrues.

By signing the registration form parents/carers should be aware that they are also signing up to the policies, protocols and procedures in place with the Hungerford Nursery School.

Linked Policies

Debt Management Policy.

Admissions Policy