

## **SUPPLEMENTARY CHARGES INFORMATION FOR EARLY YEARS FUNDING**

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

Additional hours and services will be charged at rates outlined in the School's Fees & Other Charges Schedule where hours are not funded as Early Education by the Local Authority. Charges for additional services such as trips will be agreed in advance with families.

There is no charge for the following:

- Cost of Meals and Snacks
- Consumables

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

A deposit will be charged to secure a place at this setting. It will be returned in full within 6 weeks following the first day of attendance for early education. Where families have agreed a contract for more hours than the early education entitlement, the deposit will be returned when the contract is terminated, and any outstanding fees have been paid in full.

The deposit will not be returned where a place is no longer required.

The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

A registration fee of £170 is charged once a childcare place has been offered. This is voluntary for those families whose child(ren) only access the funding entitlement.

All families will be issued a termly invoice. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

School fee bills for nursery and reception pupils are issued a few weeks into term once Early Years Funding applications and attendance for part-time pupils have been finalised.

Early Years Funding applications can be made for children in the term following their 3rd birthday for a total of six terms and we shall be in contact at a later date if this relates to your child.

Complaints brought by Parents/Carers of pupils receiving education under the EYFS funding agreement can be submitted directly to the Headmaster. Our complaints procedure is disclosed within the terms and Conditions issued to all families as part of the registration process. The complaints policy is also available via our Parent Portal or upon request.

Detailed receipts will be issued for all cash and cheque payments upon request.

Parents must also give a Term's notice to change the number of days attended in Nursery year groups. Where a Term's notice is not given and attendance is being reduced, a Term's fees equal to the reduction in days are due in lieu of notice – and Early Years Funding will not be applied to this charge where pupils are in the year 3-4 nursery.