



SHARLSTON

COMMUNITY SCHOOL

Early Years Part Time Charging Policy

Effective from September 2021

Sharlston Community School offers term time, sessional funded places for children aged 3 and 4 years old. In addition to this, the school offers eligible parents the option of taking 15 additional hours per week based upon the extended entitlement or '30 hours' scheme.

Funded or 'universal' hours

Funded or 'universal' hours can be taken by parents at the following times:

Morning session – 8:45am – 11:45am **OR** Afternoon session – 12:15pm – 3:15pm

These sessions are Monday to Friday during term time only.

Extended entitlement

From September 2021, we will be offering extended entitlement or '30 hours' at the following times:

Monday to Friday school term only 8:45am – 2:30pm.

As the afternoon Nursery session finishes at 3:15pm, parents can choose to pay for additional provision until this time. Where a parent wishes to cancel either funded or paid for sessions, a period of 4 weeks' notice is required.

Charges

The extra part of the child's additional session 2:45pm – 3:15pm is chargeable at a rate of £3 for three quarters of an hour or part thereof. **A full week of staying until 3:15pm is therefore £15.00**

Charges are **payable in advance for the half term** and refunds are not given for non-attendance for any reason. If a child is absent, charges are still payable.

If a parent becomes ineligible for the additional funded hours, the place will be withdrawn at the end of the 'Grace Period'.

The school may request a deposit of £15.00 for an additional hours place if demand is high. This will be refunded as part of the first invoice once the child has taken up their place. Failure to take up the additional hours booked will mean the deposit becomes non-refundable.

Invoices

Parents will receive their invoice at the start of the half term. Payments are in advance and we will expect to receive this by the due date given. Payments should be made online, via details from our school office.

Admission/Availability

The school will allocate universal 15 hours places based on our Early Years Admissions Policy.

If the number of applications received for an extended 30 hours nursery place does not exceed the number of places available then all children will be admitted. Where the school receives more applications than places available, then children will be admitted on a first come first served basis. Where this is not possible, the school will apply the part time admissions criteria.

Sundries

Children taking up the 30 hours entitlement should bring a packed lunch each day. Alternatively, parents may choose to purchase a school meal. Orders and payments should be made through the school's online site.

Children who receive the additional 15 hours of childcare will be entitled to one carton of milk and a snack during their universal 15 hours session, and will be offered water during their lunch and extended session.

Events such as educational visits and visitors into school are subsidised through fund raising activities, alongside a request for a voluntary contribution from parents to cover part of the costs.