

**Early Years Part Time Charging Policy**

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| Date | Review Date | Lead | Governor |
| February 2022 | February 2023 | A.Hutchinson |  |

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 sessions- 8.30am-11.30am **OR** Afternoon sessions- 12.15pm-3.15pm

These sessions are Monday to Friday during term time only.

**Extended Entitlement**

Sharlston Community School offers extended entitlement or ‘30 hours’ at the following times:

8.30am – 2.30pm Monday-Friday during term time.

As the Nursery session finishes at 3.15pm, parents/carers can choose to pay for additional provision of 45 minutes per day, until this time. Where a parent/carer wishes to cancel either funded or paid for sessions, a period of 4 weeks’ notice is required.

**Charges**

The additional part of the child’s extended session, 2.30-3.15pm is chargeable at a rate of £3.00 per 45 minutes. **A full week of staying until 3.15pm will therefore cost £15.00.**

Charges are payable in advance and must be paid at the start of the Half Term. Refunds are not given for non-attendance, for any reason. If a child is absent, charges are still payable.

If a parent/carer becomes ineligible for the additional funded hours, the place will be withdrawn at the end of the ‘Grace Period.’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 for an additional hour’s 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 that the deposit become non-refundable.

**Invoices**

Parents/carers will receive their invoices at the start of the half term. Payments need to be made in advance, and by the due date given. Payments should be made online, via details from the school office.

**Admissions/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. No guarantee can be made that a parent/carer will receive the additional sessions they request, however, we will always do our upmost to meet need. Where it is not possible to admit additional hours, the school will apply the part time admissions criteria.

**Sundries**

Children taking up the 30 hours entitlement, should bring a packed lunch each day. Children will receive the milk and snack that they are entitled to during their universal 15 hours, and will be offered water during lunch time and the extended session.

Events such as educational visits, or visitors to school, are subsidised through fund raising activities, alongside a request for a voluntary contribution from parents/carers to cover the costs.