



NURSERY CHARGING POLICY & PROCEDURE

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1. OVERVIEW

SHARE MAT acknowledge that Nursery Childcare is available from 8:50am until 3:15pm. The Nursery is open term time only and will be closed for teacher training and any other required days (such as voting/ polling station) days.

SHARE MAT acknowledge that students are entitled to a FREE Government funded place for 15 hours per week from the term after they turn 3. Normally, the funded sessions are available from 8:45am until 12:15pm and 12:15pm to 3:15pm subject to the availability of places.

SHARE MAT acknowledges that from September 2017, the Government have provided free 30 hour placements for families where both parents are working and earn a minimum amount (please see Government website for criteria).

To access this funding you need to apply **before each term starts** and you will need to obtain a tax code from HMRC. Please enquire with the academy office if you wish to access the 30 hours of free funding. If your child stays across lunchtime, you will need to either purchase a hot meal or provide a packed lunch (only available for children staying full days).

If you join nursery and have not received a code in advance or you have registered elsewhere, the normal charges will apply until funding can be accessed for the following term.

The entitlement is offered free (15 hours and 30 where applicable). 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.

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 the optional hours, services, meals or consumables.

2. LEGISLATION AND GUIDANCE

SHARE MAT follow the guidance set out in the 'Early Education and Childcare Statutory Guidance for Local Authorities (2018)' and Early Years Entitlements: Operational Guidance for Local Authorities and Providers (2018) when writing this policy.

SHARE MAT reserves the right to take guidance from additional legislation not outlined in the list above. The MAT regularly reviews this policy and incorporates any new guidance issued to academies and student authorities.



3. CUT OFF DATES

SHARE MAT follows the dates listed below as cut-off points for applications for FREE funded places.

31st August- For Birthdays from the 1st April to 31st August, funding begins in September.

31st December- For Birthdays from 1st September to 31st December, funding begins in January.

31st March- For Birthdays from 1st January to 31st March, funding begins in April

4. ADMISSIONS TO NURSERY

All of the academies within the MAT have their own specific '*Admission Policy*' outlining the requirements for attending the academy. The '*Admissions Policy*' is issued to all families as part of the registration process when applying to the academy. Individual policies are also available on the academy's website and at the request from the Compliance Officer (please see the '*contact*' section of this policy).

Early Education is offered to families for 38 weeks of the year. The funded hours can be claimed (to the maximum the family is eligible for subject to availability)- Mon- Fri 8:50-3:15pm subject to available places.

5. ADMISSIONS PRIOR TO FUNDING AVAILABILITY

Your child may start nursery when he or she is 'rising three' if a place is available. This means he or she may start in the term in which they turn 3 years old, (e.g. if your child is three on 21st November 2019, she or he may start in September 2019).

We will apply for funding for your child as a rising three but if this is unavailable, normal nursery charges will apply until funding becomes available. If places become limited, priority will be given to children eligible for funding.

6. UNFUNDED CHILDCARE HOURS

Please see below SHARE MAT's outlined unfunded childcare hours:

Morning Session - 8:50am -12:15am £9.50 each session Monday to Friday

Afternoon Session - 12:15pm- 3:15pm £9.50 each session Monday to Friday
(Your child will need to have lunch at home)

Breakfast Club (where applicable) - 7:45am-8:45am Monday to Friday FREE



7. ADDITIONAL COSTS

SHARE MAT may occasionally ask for a voluntary contribution towards trips out or visiting companies. This will be expressed in writing ahead of the scheduled trip with full details listed within the notice.

All additional costs will be expressed with sufficient notice.

8. NOTICE OF INCREASED FEES

SHARE MAT reserves the right to increase fees across any of our academies within the trust.

If we plan on increasing the fees of any of our services, a written notice will be provided one term in advance (6 weeks).

If you have any questions or concerns regarding increased payment, please contact your academy (via the contact section of this policy).

9. TRIAL SESSIONS

Should you wish to book your child to have a trial session at any of our academies, please do so at the office. The contact details can be found within the 'contact' section of this policy.

The first morning nursery session is free but any further trial sessions you may wish to take will be chargeable if your child is not yet eligible for funding.

10. BOOKING

To apply for a Nursery place for your child please visit the 'contact' section of this policy.

Places must be booked as soon as possible to ensure correct staffing within the unit.

11. PAYMENT TERMS

All payments for your child's nursery care at our academy must be made weekly and no deposit will be charged.

All Families will be issued an invoice weekly unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in this policy.



It will allow parents/carers to see the entitlement is received completely free of charge and understand any additional fees.

Receipts will be issued for all cash payments.

For further information regarding payment terms please ask at reception or contact the academy via the 'contact' section of this policy.

12. CANCELLATION POLICY AND ILLNESS

SHARE MAT require all booked places to be paid for. All booked places are required to be paid for even if your child does not attend (this includes any absences, holidays or illnesses).

SHARE MAT reserves the right to review all situations on a case-by-case review.

If you wish to raise an enquiry regarding an absence, please contact your academy.

If the academy is closed for a reason that is out of our control (such as weather related issues) you will not be charged for your child's booking.

13. LATE PAYMENT FEES

In cases where payment is late without prior arrangement, your child's place will be terminated for any chargeable sessions.

Your child will be able to access their funded hours that he or she is entitled to.

14. LATE COLLECTION OF STUDENTS

If you are unexpectedly late to collect your child or you are aware that you may be late to collect your child, please let the office know as soon as possible so we can make arrangements until your arrival.

If this is a persistent issue the academy will be in touch to discuss the matter further.

15. ADDITIONAL FUNDING

We aim to identify all children who may attract additional funding such as EYPP, DAF, SEND Inclusion fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

This additional funding is used for additional support to meet need and is not contributory to session costs.



16. MONITORING ARRANGEMENTS

SHARE MAT's '*Nursery Charging Policy*' is reviewed by the MAT, evaluated and updated annually in line with SHARE MAT's policy review timeline. All appropriate legislation and guidance is considered when this policy is under review.

In evaluating the policy, SHARE MAT seeks feedback on the effectiveness and acceptability of the medical conditions or needs policy with a wide-range of key stakeholders within the trust and health settings. These key stakeholders include:

- Students
- Parents
- Headteachers
- CEO of the Trust
- Teachers
- Non-teaching staff
- Academy Governors
- MAT Board of Directors

17. CONTACT

Any questions or concerns regarding this policy, please contact the trust on:

Compliance Officer

info@sharemat.org

07833468985