Weobley Primary School

Nursery Payment Policy

Date of Review:	September 2026
Reviewed by:	Sharon Thomas
Date of Approval:	September 2026
Approved by:	SLT
Next Review Date:	September 2027

Nursery Class Admission and Payment Policy

Policy Statement

Weobley Primary School has a dedicated Nursery for children aged between two and four years old. The aim of the Nursery is to create a nurturing, stimulating and safe learning environment where the children can develop and broaden their educational experiences and prepare them for full-time school. We believe that every child is unique and at Weobley we are committed to providing a child centred education based on their individual needs and interests.

We recognise the cost of childcare may seem expensive to parents and carers. To ensure our nursery can operate at continuous high standards and sustainability, we ask that you comply and respect our fee payment process.

Admission Procedure

Children can join our Nursery the term **after** their 2nd birthday. Parents are required to complete and submit a Registration Form and Fee Agreement, detailing the days and session times they wish their child to attend.

When a child is offered a place, parents will be notified and given the opportunity to come along for a 'stay and play' session to help with settling in. Our registration pack must be completed and returned to the school office, along with your child's birth certificate for our records.

In accepting a place for your child at our Nursery, there is an expectation that parents ensure children attend regularly and arrive on time. Please ensure that absences are for genuine reasons only and are reported to our school office.

Fees, Funding and Payments

3- and 4-Year-Olds:

Children who are 3 and 4 years old are entitled to 15 hours free nursery education per week from the **term following their third birthday**. These 15 hours EEF (Early education funding) spaces may be offered in either of our Morning Sessions (9am to 12pm) or our Afternoon Sessions (12.00pm to 3.00pm).

Working parents of 3 to 4-year-olds may also be eligible for 15 hours extra childcare in addition to the 15 hours nursery education hours (30 hours in total per week). This must be applied for and accepted during the term **before** your child's 3rd birthday. Parents can check eligibility and apply for 30 hours funding online at https://www.gov.uk/30-hours-free-childcare

Any 3 and 4-year-olds who do not qualify for 30 hours funding may stay for additional sessions depending on availability. These additional sessions are offered on a half-termly basis at **£15 per session,** starting the term after your child's third birthday (these sessions will continue to be £18 until the term after your child's third birthday). Payment for sessions is required, in advance, at the start of each half term.

2-Year-Olds:

Working parents are now entitled to 30 hours free childcare for 2-year-olds, as long as you meet the criteria stated on the website. To get your code for the 30 hours free childcare and check eligibility please apply here. Apply for free childcare if you're working - GOV.UK (www.gov.uk)

Some 2-year-old children are also entitled to 15 hours free early years education, subject to eligibility, from the **term following their 2nd birthday**. These 15 hours spaces may be offered in either of our Morning Sessions (9am to 12pm) or our Afternoon Sessions (12.00pm to 3.00pm). Families can check eligibility and apply for this funding online at https://www.herefordshire.gov.uk/family-support/free-early-education-childcare/2

Parents of 2-year-olds who are not eligible for free early years education funding are able to pay for sessions if there is availability. **These additional sessions are offered on a half-termly basis at £18 per session.** The sessions will continue to be £18 until the term after your child's third birthday. Payment for sessions is required, in advance, at the start of each half term.

If payments are not made for nursery sessions, then the offer of a place may be withdrawn.

Invoices and Late Payments

These are issued each half-term in readiness for the following half-term, with fees payable **within 14 days of the billing date**. As part of our Fee Agreement, you understand that non-payment of fees may jeopardise the place.

- On the day payment is due, a text reminder will be sent out
- After 7 days, our Nursery Teacher will give a verbal reminder
- 1 week after the verbal reminder, a written reminder will be sent
- 1 week after the written reminder, a final reminder will be sent with a termination letter of a 2 week notice period

Should any family be experiencing financial difficulties, under exceptional circumstances we may agree to allow the child to continue attending our nursery if an agreed payment plan is put in place. Please contact the school to arrange an informal chat with Mrs Thomas or the office staff to see how we can support you.

Persistent late payments or those that are on a Payment Plan will not be allowed to attend additional sessions. Any prearranged additional sessions will be cancelled and only EEF funded sessions can be attended.

If fees are paid consistently late with no explanation the Nursery will consider terminating the child's place.

Late pick-up charges

Nursery sessions are 9am – 3pm. Children should be picked up promptly at 3pm. If you arrive to pick up your child any later than 3.05pm then you will be charged a **£2.50** late

fee. This will be either added to your next invoice or invoiced separately if you use funded hours to pay for nursery.

Absence and School Closure

Our Nursery operates during term time only. Regrettably no allowance can be made for absences as these are **booked sessions** and so if your child is away from Nursery, for example through sickness or annual holiday, charges will **still** apply.

The Nursery will be closed on all statutory Bank Holidays, and there will be no charge for these days. There will also not be a charge on any days where we need to close the school for unforeseen circumstances.

Changes to Attendance

If you request to amend your child's pattern, this will not be reflected until the following half-term and will be agreed in writing. For example, if you decide to extend or reduce your hours in November, the new hours will take effect at the beginning of the following half term in January. There will be a new Fee Agreement for you to complete to reflect any changes.

This also applies should you wish to terminate your placement, and full fees are payable in lieu of any notice.

Exceptional Circumstances

Should emergency childcare be required on a morning or afternoon which does not form part of your child's regular pattern, subject to availability, this may be arranged by contacting the school office. Payment will need to be made in advance prior to attending, as we are unable to accept a child where payment has not been received.

Payments

Fees can be paid by EEF, childcare vouchers, including Tax Free Childcare – https://www.gov.uk/tax-free-childcare or by bank transfer to:

Weobley County Primary School
Santander
09 01 54
07863281

Fee Reviews

Our policy, fee structure and rates will be reviewed on an annual basis. If we feel the need to increase our nursery fees, you will be notified in July and any proposed changes will be implemented at the start of the following academic year.