



Alderman Pounder Infant and Nursery School

Seedlings Booking and Payment Policy

Document Owner: Head Teacher

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REVISION HISTORY

Version	Revision Date	Next review due	Summary of Changes (and author)
1.0	Spring 2017	Spring 2018	New policy (J Hume)
1.1	Spring 2018	Spring 2019	Minor amendments and typos. Update dates

1. Aims and Expectations

- 1.1 The purpose of this policy is to ensure the transparent process for booking places and payment procedures for The Seedlings Nursery at Alderman Pounder Infant and Nursery School.
- 1.2 It is our aim to ensure all parents and carers experience a fair process in booking sessions for their child and are given clear guidelines for paying The Seedlings Nursery fees, where applicable.

2. Booking Process

- 2.1 Parents/Carers must complete a Seedlings Application Form to register their interest for specific sessions.
- 2.2 Places are allocated based on the Alderman Pounder Admissions Policy, and sessions will be offered based on what is available at the start of each school term for Autumn, Spring and Summer.
- 2.3 If a child is currently a pupil of The Seedlings Nursery and their parent or carer wishes to extend or adjust their sessions, they will need to confirm their requirements in writing or by email. Sessions will be extended/ adjusted subject to availability.
- 2.4 The Seedlings Nursery sessions, breakfast, lunch and after-school care are only available based on the school term-time calendar.

3. Funded Places

- 3.1 The local authority currently provides funding for 15 hours per week for children enrolled in nursery in the school term after they turn 3 years old. From September 2017, (for eligible families) the early years funding for 3 and 4 year olds was increased from 15 hours to 30 hours. This will apply to families where both parents are working (or the sole parent is working in a one-parent family) more than the equivalent to 16 hours at the national minimum wage, and whose earnings do not exceed £100,000 per annum.

The date that the funding starts depends on your child's birthday and when the Alderman Pounder school term actually starts. Our school term dates are available on our website.

Child's birthday	Potential Starting Term	When the funding starts
1 January to 31 March	Spring	The beginning of term on or after 1 April
1 April to 31 August	Summer	The beginning of term on or after 1 September
1 September to 31 December	Autumn	The beginning of term on or after 1 January

- 3.3 The 30 hours funding can be offset against our nursery sessions as follows:
 1. 10 hours per day, over 3 days, with a minimal charge for the breakfast, lunch and after-school sessions to cover the cost of food.
 2. Over 5 days from Monday to Friday, 8.45am to 3.30pm, with a minimal charge for the lunch session

- 3.4 A child can become un-eligible for the 30 hours early years funding if or when their parent’s financial circumstances change. The funding will continue for a grace period which is all dependant on the date of ineligible decision.
- 3.5 The local authority also provides early years funding for children enrolled in nursery in the school term **that they turn 3 years old**, where they have a ‘Letter of Eligibility’.
- 3.6 The 15 hours early years funding can only be offset against either Learning Session 1, or Learning Session 2, or both, to a maximum of 5 sessions per week.
- 3.7 Any additional sessions required will be chargeable at the applicable rates (see section 4, Charges).
- 3.8 The school will claim the whole early years funding entitlement, per child, each term. Funding can not be shared with another nursery setting or child minder and relates to a whole school term (see 3.1 for term dates). Funding can not be transferred to another nursery setting or child minder part-way through a term.

4. Charges

This timetable is for 2017/18 academic year:

Time	Activity	Cost (subsidised) if qualify for 30 hours funding and these sessions are used against the entitlement	Cost if qualify for 15 or 30 hours funding and you wish to purchase additional sessions
7.30am - 8.45am	Breakfast Club	£1.00	£5.00
8.45am - 11.45am	Learning Session 1 (am) (Can be used against the 15 hours government funding)	Free	£12.00
11.45am - 12.30pm	Lunch This includes a two-course hot dinner	£2.00	£5.00
12.30pm - 3.30pm	Learning Session 2 (pm) (Can be used against the 15 hours government funding)	Free	£12.00
3.30pm – 5.45pm	Afterschool Club* *Only available Monday to Thursday. Fridays subject to sufficient demand.	£1.00	£9.00

- 4.1 The Resources Committee will review the fee structure in the spring term, which will be confirmed to parents in the summer term ready for implementation in the autumn term.
- 4.2 Charges for lunch times includes the local authority charge of £2.29 for providing a two course hot meal.
- 4.3 The Seedlings Nursery fees will be reviewed on an annual basis to take into account the rising costs, and local competitive prices.
- 4.4 Late collection of children from Seedlings could incur an additional charge. This will be at the governors discretion.

5. Payment process

- 5.1 Parent or carers are able to select additional learning sessions, beyond their early years funding entitlement. An invoice will be raised in advance of the month for the additional agreed sessions. The invoice will state which sessions are funded and which sessions are to be paid for according to nursery fees. Payment for the first month is required during the child's first week.
- 5.2 Following the first invoice, parents/carers receive a new invoice around the 20th of each month, to be paid before the 1st of the applicable month.
- 5.3 For invoicing purposes, the local authority funded sessions start on a Monday and finish on the Friday of each week.
- 5.4 Parents/carers can pay their invoice by cash, cheque or by the preferred method of internet banking.
- 5.5 Where parents/carers have access to a 'salary sacrifice' scheme via their employer, the parent/carer should notify the School Business Manager of the scheme details in order to set up the payment process.
- 5.6 Late payments may incur a penalty charge.
- 5.7 Where an invoice has not been paid, the school reserves the right to reduce the sessions attended by a child in line with the local authority funded sessions of 15 hours.
- 5.8 All permanent staff are entitled to a 10% discount subject to successful completion of their probationary period. Discount only applies if the employee is a parent or legal guardian of the child enrolled in Seedlings nursery. All elected school Governors will also be entitled to a 10% discount if they are a parent or legal guardian of the child enrolled in Seedlings nursery. This discount is capped at 10% per child.

This entitlement will be reviewed annually at the spring term Resources committee.

6. Absence and Cancellations

- 6.1 In the circumstance that a child may be absent from Nursery and they are a pupil on roll, parents are still required to pay for any additional sessions that they have booked. This is to cover staffing costs.
- 6.2 In the event of a child leaving the setting and not needing their place anymore, the parent or carer is required to give a period of four weeks notice, in writing, in order for the change to be processed.
- 6.3 If a parent wishes to reduce or cancel their child's agreed sessions, the request should be made in writing or by email, with a minimum period of four weeks notice. In exceptional circumstances, this period of time may be waived at the Head Teacher's discretion.