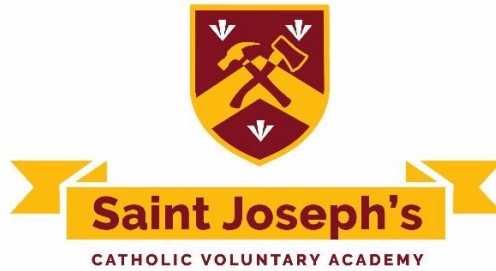


# **St Joseph's Catholic Voluntary Academy**



**Inspire each other – Grow together**

## **Nursery Fees Policy September 2025 to August 2026**

Dated: Summer Term 2025

Review Date: Summer Term 2026

This Policy will be reviewed sooner if there is a change to Legislation or Guidance

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St Joseph's Catholic Voluntary Academy aims to provide a nursery experience for children which is affordable, high quality and designed to meet our school mission where we Inspire each other – Grow together.

This policy is designed to provide transparent fee information and set procedures for the payment of fees. In the unlikely event of non-payment, this policy also provides a framework for dealing with this in a swift and fair manner.

Parents will be given access to this policy via the school's website and within all Nursery Information Packs given to prospective parents.

By enrolling your child at St Joseph's Nursery, you are confirming that you accept this policy and the terms and conditions within it.

## 1. Government Funding Advice

We understand that Childcare Funding can be very complicated but please understand that we totally support the current Government Funding opportunities for young children to begin their life journey in education. There are a number of possible streams of funding to access and a good way to explore options is to visit the Government's website at <https://www.childcarechoices.gov.uk/>

### 1.1 Funding Summary and when to apply

In summary, from September 2025, Government Nursery Funding will be as follows:

	2-3 years	3-4 years
All parents	-	15 hours
Working parents	15 hours	30 hours
Families with special circumstances*	15 hours	n/a

\* For example low income, families on certain benefits, children entitled to Disability Living Allowance and children with EHCPs

Please use the following link to access Derbyshire County Council's Families Information Service page where you will be able to find further information and apply for your funding <https://www.derbyshire.gov.uk/education/early-years-childcare/early-years-and-childcare.aspx>

**This page also provides clear guidance on when you should apply for your funding, as it all depends on when your child's birthday falls. We would always advise planning ahead and allowing plenty of time to confirm your funding situation and any relevant codes.**

In order for us to claim your funded place, the necessary forms for you to complete will be provided and should be returned to the School Office as soon as possible.

## 1.2 Two-year-olds

**For two year olds, families with special circumstances:** You can apply when your child is 18 months old however Derbyshire County Council will not be able to check your eligibility until the term before the funding would be available.

Born Between	Code can be issued	Funding begins
1 <sup>st</sup> January to 31 <sup>st</sup> March	From January	Summer Term: April
1 <sup>st</sup> April to 31 <sup>st</sup> August	From April	Autumn Term: September
1 <sup>st</sup> September to 31 <sup>st</sup> December	From September	Spring Term: January

If eligible, the funding is available from the start of the term that follows your child's second birthday. If this date has passed, funding will begin from the date of successful application.

For two-year-olds, working family codes, please see the guidance on Derbyshire County Council's website using the link above.

## 1.3 Three-year-olds

There is a universal entitlement to 15 hours funded childcare available to all 3 and 4-year-olds. Children become eligible for their funded early education place the term after their third birthday and this place is available until they reach compulsory school age (the term after their fifth birthday).

Your child will be able to take up their place from the term after their third birthday, as per the table below:

Child's 3 <sup>rd</sup> birthday is on, or between	Child will be entitled to a funded place from
1 <sup>st</sup> January to 31 <sup>st</sup> March	Summer Term: April
1 <sup>st</sup> April to 31 <sup>st</sup> August	Autumn Term: September
1 <sup>st</sup> September to 31 <sup>st</sup> December	Spring Term: January

For three-year-olds, working family codes, please see the guidance on Derbyshire County Council's website using the link above.

## 2. Session Times

Our school day runs from 8.45am until 2.45pm, with a flexible pick-up system in place from 2.45-3.00pm. Additionally, we offer a free "Magic Breakfast" session from 8.20am onwards, where every child in attendance will be given a free breakfast meal.

Our morning only sessions run from 8.45am – 11.45am, with the option to attend "Magic Breakfast" and our afternoon only sessions run from 11.45am – 2.45pm, with flexible pick up until 3.00pm.

We also offer our in-house wraparound care which all Nursery children are very welcome to attend. Our Before School Club runs from 7.45-8.20am and our After School Club runs from 3.15-6.00pm. Parents can use their funded Nursery hours to cover wraparound care if they wish. Please ask at the School Office for further details and prices.

### **3. Fees and Charges**

Charges will only be made if parents require additional sessions over and above their 15 hour funded sessions. Our fees are £14 for either a morning or afternoon session only and £28 for a full day session. Please note that 30 hour funded sessions would cover the entire school week and therefore, any child entitled to 30 funded hours would not incur any additional session charges.

We ask all parents to supply a sufficient amount of nappies, wipes and any creams your child may need throughout their day at Nursery. In the unlikely event that insufficient amounts are provided by parents, the following charges will apply:

- Nappies: £1 per nappy
- Wipes: £2 per pack
- Cream: £2.50 per cream used

Charges for these sundry items will be made each half term, in arrears.

We are an inclusive school at St Joseph's and, as such, we include our Nursery children in all our whole school trips. In addition, the Nursery Team may take Nursery children only on other trips during the school year. Charges will be made to cover the cost of these trips, with attendance for these always optional for all children.

### **4. Meals, drinks and snacks**

We encourage healthy eating at all times at St Joseph's Nursery. All children are warmly invited to attend our FREE Magic Breakfast Club from 8.20am where a nutritious breakfast will be provided. During the school day, free milk and snacks are given to all children.

For lunch, children are welcome to bring their own healthy packed lunch, or they can have a school meal provided by our catering service. Please ask for details and current prices.

### **5. Late Collection**

There are very strict requirements regarding staffing ratios in Nursery settings and our staffing is always arranged to meet these requirements. If children are collected late after the end of their session time - 11.45am for a morning or 3.00pm for an afternoon - staff may need to stay longer than their specified rota and these costs will need to be covered. Therefore, a late collection fee of £2.00 is incurred for each collection after the specified time. These charges will be made in arrears on a half termly basis.

If your child is pre-booked into our After School Club, the late collection charge after 3.00pm will not apply.

## **6. Difficulty with Payments**

We understand that, at times, parents and carers may face financial difficulties and therefore we do always aim to offer flexible payment options to ensure that childcare is not disrupted in any way. Parents and carers experiencing such difficulties should contact the school and ask to speak to the School Business Manager or the Head Teacher as early as possible, to reach a suitable arrangement for both parties.

## **7. Debt Collection**

St Joseph's Catholic Voluntary Academy has duty to ensure that we receive all the funds to which we are entitled, including Nursery fees. We will not initiate legal action to recover debts. However, we will refer uncollected debts to our Academy Trust, St Ralph Sherwin CMAT, to consider appropriate action.

At all times we, as a school, will ensure that accurate records are kept of all payments made, all communications sent and received regarding payments and that the privacy of all individuals involved is maintained as much as is practically possible.

If payments are not made by the due date, a first chase reminder will be sent within one week of the due date via Class Dojo. If the debt remains unpaid after a fortnight has passed, a second chase letter will be sent via post. These messages and letters allow every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt, should the issue proceed further.

If within a fortnight of the second chase, no response is received we will send a letter to the debtor advising them that their child's place will be revoked unless payment is received immediately. If no payment is made, then advice will be sought from St Ralph Sherwin CMAT regarding whether to take further action against the debtor.