

Jeavons Wood Primary School Pre-School Funding and Fees Policy	
To be read in conjunction with: Pre-school Admissions Policy	
Approved by Governing Body:	3 rd May 2023
To be reviewed:	Every 2 years or as appropriate
Date of next review:	February 2025
Responsible Officer:	Pre-school Leader

INTRODUCTION

Jeavons Wood Pre-School offers funded and non-funded sessions. Our setting is open from 8.45am – 2.45pm. We offer flexibility in sessions which can be morning or afternoon sessions (3 hours duration) or full day sessions (6 hours duration.)

FUNDING AND PAYING FOR SESSIONS

A child can attend for up to 30 hours per week and sessions can be funded by the Government and/or paid for at a rate of £15 per 3-hour session. The minimum number of sessions we offer is three sessions (9 hours) per week. This is to ensure that children can settle confidently and build secure relationships with the staff, which enables staff to accurately assess children's development and learning.

Every child from the term after their third birthday is entitled to 15 hours per week funded by the government. This can be used all at one setting or split across providers. If you would like your child to attend for more than the 15 funded hours per week or you have used your 15 funded hours at another setting but would still like your child to attend our setting as well, you can pay for additional sessions. We charge £15 per 3-hour session. We will send you an invoice for the amount due at the beginning of each half term. Alternatively, you may be entitled to 30 hours per week, funded by the government.

From September 2017 the government introduced 30 funded hours for working parents. Parents need to apply for the funding through the website www.childcarechoices.gov.uk. Jeavons Wood Pre-School offers a maximum of fifteen 30 hour funded places (this will be discretionary year on year). These places will be allocated following our usual allocation process. If you do not meet eligibility, then you can still request 30 hours per week, but 15 hours will be funded, and the other sessions will be charged.

If you are eligible for the 30 funded hours, you will need to add your eligibility code and national insurance number to your application form for a Pre-School Place.

UNABLE TO CLAIM FUNDING

If we are unable to claim funding for your child due to them having a period of more than four weeks absent from the Pre-School, we will ask you to pay for the amount of funding we would normally receive in order to hold your child's place. This fee will be calculated using the funding rate, the number of hours that your child attends and multiplied by the number of weeks of lost funding through absence.

Cases of extended absences due to prolonged illness will be dealt with on an individual basis.

CANCELLATION PROCEDURES

Any parents/carers permanently cancelling a session/s or terminating their place, will be required to give four weeks written notice. During this notice period fees are payable, either self-funded or government funded.

During the admissions process, if you accept an offer of a place for your child and then cancel it before the start of the first term, you will be liable for the payment of the first terms fees.

EMERGENCY CLOSURE AND NON-REFUNDABLE EVENTS

Occasionally it may be necessary to close the Pre-School due to circumstances beyond our control. The governors regret that we are unable to refund any charges incurred on due to any event beyond the control of the Pre-School, it includes but is not limited to, act of God, strike action, industrial dispute, fire, explosion, war, terrorism, or any other cause beyond its reasonable control. This is known as a 'force majeure' event. The Pre-School is not liable for any failure or delay under agreement.