

Riddlesworth Hall School Early Years Charging Policy

In line with the Norfolk County Council Local Agreement 2020 we will ensure the following:

Early Years Policy

1. To comply with the Early Education and Childcare Statutory Guidance for Local Authorities – March 2017 and Early Years Entitlements: Operational Guidance for Local Authorities and Providers – April 2017.
2. Deliver free entitlement to eligible children in accordance with Norfolk County Council guidelines.
3. Obtain information required by the council and/or the Department of Education in order to establish that each child claiming any free entitlement is eligible to receive it.
4. Follow the national framework for the delivery of the free entitlement and the local variations applicable to the local agreement.
5. Provide 15 universal hours of entitlement per week.
6. Early Years Funding for 30 hours must be used full time over a full week 08:00 – 17:00, Monday - Friday. If you would like to attend the nursery using the 30 hours government funding entitlement and plan to attend for less than 5 days a week you will be charged for full time attendance as this is the only financially viable option we can offer.
7. Government funding is intended to cover high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.
8. The statutory Early Years Funding is only applicable for children in an Early Years setting and therefore will terminate when they join Reception.
9. Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.
10. Arranged Pre-Prep care will be charged at a rate of £5.50 from 17:00 – 17:30, Monday – Friday.
11. Unarranged Pre-Prep care will be charged at a rate of £3.00 per every full 15 minutes from 17:00 – 17:30, Monday – Friday.
12. Late pick up after 17:30 will be charged at the unarranged rate of £3.00 per every full 15 minutes, Monday – Friday.
13. We expect children to attend at least 3 full days or 6 sessions per week for all funded sessions.
1 session = a morning session and lunch or an afternoon session and lunch.
Morning sessions 08:00 – 13:00
Afternoon sessions 12:00 – 17:00
We expect children to attend at least 2 full days or 4 sessions per week for all non-funded sessions.
1 session = a morning session and lunch or an afternoon session and lunch.
Morning sessions 08:00 – 13:00
Afternoon sessions 12:00 – 17:00
14. Meals and third-party activities will be chargeable.
15. Charges for additional services such as trips will be agreed in advance with families.
16. 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 optional hours, services, meals or consumables.

17. Nursery fees will be invoiced on a termly basis (3 times annually) this will reflect the number of weeks in the term and therefore will not be three equal payments.
18. Monthly payments are not accepted only in extreme circumstances and must be cleared by the account manager.
19. **Fees are payable in full before the first day of term.** Fees not paid within thirty days of the due date will incur a £50 administration fee. Late payment of fees may lead to the exclusion of the pupil(s).
20. Please make direct payment into bank account in full along with pupil's full name and individual invoice number as a reference.
21. **Fees are due and payable where a full term's notice of the withdrawal of a child is not given.**
22. Any additional hours will be displayed separately along with the charge for those extra hours.
23. We are committed to providing a hot healthy lunch for all children and will cater for all diets.
24. Hot lunches are an additional charge. Parents who do not wish to pay for a hot lunch are welcome to take their child home for lunch.
25. Snacks are inclusive in the hourly rate.
26. The entitlement is offered free. 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.
27. Fees are reviewed annually and may increase from time to time and as much notice as possible will be given by the school.
28. As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will not be retained but may be requested again at a later date.
29. Early Education is offered within the national parameters (please refer to nursery fee document for actual times funding is offered by the school).
 - No session to be longer than 10 hours.
 - No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register).
 - Not before 6.00am or after 8.00pm.
 - A maximum of two sites in a single day.
30. This policy is issued to all families as part of the registration process. It is also available on our website.
31. Early Education is offered to families 34 weeks of the year.
32. Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.
33. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient.
34. Our complaints policy is available via our webpage.
35. Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the head teacher.

36. If you wish to withdraw your acceptance of a place AFTER submitting the acceptance form and paying the deposit but BEFORE your child starts at the school you must give us written notice before the first day of the term immediately preceding the term in which your child was due to start. If you provide that period of notice, you will lose the deposit but no further fees will be payable.
37. If you do not provide us with sufficient notice a term's fees shall be payable by you. The term's fees shall be charged at the rate applicable for the term preceding the term when your child was due to start.
38. Each individual who has signed the acceptance form is liable for all of the fees and supplemental charges due are to the School.
39. Discounts are not applicable in the nursery setting and only come into effect from Reception.
40. We reserve the right to refuse to allow your child to attend the school or to withhold any references while fees remain unpaid or there is a persistent failure by you to pay the fees on time. We reserve the right to refuse to allow your child to participate in the relevant extra-curricular activity until the fee is paid.
41. You will be responsible for paying the costs we incur in recovering, or attempting to recover, any unpaid fees or supplemental charges from you.
42. Fees and supplemental charges will not be reduced due to your child's absence. There is no remission of fees or supplementary charges for any absence.
43. Notice to withdraw your child from the school.
 - a) If you wish to withdraw your child from the school you shall either give a terms notice or shall pay to the school a term's fees in lieu of notice.
 - b) Notice to withdraw your child from participating in an activity covered by a supplemental charge.
 - c) If you wish to withdraw your child from any activity charged for as supplemental or billed directly by a third party you shall either give a term's notice or pay to the School or instructor a terms charge for the activity.
 - d) Withdrawal part-way through a term does not reduce the amount you owe to the school. It is not possible for you to reduce the amount of fees or supplemental charges due, or to obtain a refund by withdrawing your child part-way through a term.
44. The school is run in accordance with the school rules and the school policies.
45. You must notify us of your child's health/medical conditions or special educational needs.
46. You must inform the school of any situations where special arrangements may be needed in relation to your child, including in relation to their education or welfare.
47. You must notify us of any court orders that relate to, or that may impact upon, the provision of education to your child; and provide us with copies of them.
48. We require you to nominate a 'responsible adult' for us to contact in your absence.
49. We are entitled to expect that parents have consulted with each other regarding decisions relating to your child.
50. The Head must be informed in writing of any reason for your child's absence from school. Wherever possible the school's prior consent should be sought for absence from the school. Holiday request forms are available online and from the school office.
51. If you have cause for concern you must inform the school. Complaints should be made in accordance with the Complaints Procedure.
52. Your child is included in a mandatory personal accident insurance scheme, the charge for this is included in the fees.

53. We may supply information and a reference in respect of your child to any educational institution which you propose your child may attend. Any reference supplied by us will be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate. We cannot be responsible for any loss you are or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.
54. You agree the school may obtain, process and hold personal information about you which may include financial information provided by any licensed credit reference agency or information about your child in any court orders, petitions or proceedings.
55. You agree that the school may also obtain, process and hold personal information about your child which may include sensitive information such as medical details.
56. You must confirm when requested any information (and/or documentation) about (or relating to) you and/or your child that is held by the school; and inform the School of any change to you or your child's circumstances.
57. We shall recognise any intellectual property rights created, generated or owned by or vested in your child. Likewise the school reserves its rights in any intellectual property arising as a result of the actions or work of your child in conjunction with any member of the school' staff.
58. The circumstances in which we may transfer this contract to someone else. For the purposes of constitutional changes to the school (including changes to the legal entity that owns and runs the school) or amalgamation of the school with another we may transfer the undertaking of the school to another person or organisation.
59. The school may end this contract at any time by notice in writing to you, without any obligation to return any fees, if you do not adhere to the terms set out.
60. You may end this contract at any time by notice in writing to the school if:
 - (i) You have a legal right to end the contract where we have significantly breached our obligations under this contract;
 - (ii) you give sufficient notice and payment or
 - (iii) the school becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound- up for any reason.
61. When this contract will end if not terminated early. For the avoidance of doubt, this contract shall end at the end of your child's schooling.
62. Please refer to the school policy for further information.