



# Wavertree CE School Charging Policy

**Policy Owner:** Early Years Lead / Business Manager

**Approved By:** Headteacher / Governing Body

**Review Date:** January 2027

## 1. Introduction

This Charging Policy outlines how **Wavertree CE School** delivers funded early education and childcare places, including how additional charges are applied, managed, and communicated. The policy ensures full compliance with current Early Years funding guidance and supports parents/carers to understand which elements are free of charge and which may incur optional or additional costs

## 2. Policy Aims

We aim to:

- Ensure compliance with current Early Years funding guidance and statutory requirements
- Deliver funded early education and childcare places that are free at the point of use
- Be transparent about any additional or optional charges
- Support parents and carers to understand their funded entitlements and choices
- Ensure equality of access and high-quality provision for all children

### 2.1 Transparency

Ensure parents/carers clearly understand all charges.

- Additional hours outside a child's funded entitlement are charged at:
  - **£7.95 per hour** for **2-year-olds**
  - **£5.34 per hour** for **3-4-year-olds**
- School meals are available at **£2.40 per meal**. Children attending a full day (9am-3pm) may bring a packed lunch if preferred.

### 2.2 Free Entitlement Delivery

All government-funded early education hours are delivered free at the point of use.

### 2.3 Support for Families

We provide clear information to help families understand voluntary and additional costs.

## **2.4 Equality of Access**

All children receive the same high-quality experience whether consumable charges are paid or not.

### **3. Delivery of Funded Hours**

#### **3.1 Parent Declaration**

A completed Parent Declaration Form is required before accessing any funded place.

#### **3.2 Funded Session Structure**

Funded hours are delivered during term time only (38 weeks per year) as follows:

- **15 hours entitlement:**  
Monday–Friday, 9:00am–12:00pm (3-hour sessions)
- **30 hours entitlement:**  
Monday–Friday, 9:00am–3:00pm

#### **3.3 Funding Types Available**

- Universal 15-hour funding (3–4-year-olds)
- Working Parent 30-hour entitlement
- Supported 2-year-old funding

#### **3.4 Charge Breakdown**

Parents/carers may be charged for:

- Additional hours beyond funded entitlement
- Consumables, including:
  - Food (meals)
  - Enhanced activities (visitors, workshops)

#### **3.5 Code Renewals**

Parents are responsible for renewing eligibility codes.

- Reminders will be issued where possible.
- Failure to reconfirm will result in the **loss of funding**, and **charges will apply**.

### **4. Payment Information**

#### **4.1 Invoices**

Invoices will itemise:

- Funded hours
- Private paid hours
- Meal charges

## 4.2 Frequency & Deadlines

- Fees are calculated **monthly**.
- Invoices are issued at the **start of each month**.
- Payment is required **within 7 days**.

## 4.3 Accepted Payment Methods

We accept:

- Tax-Free Childcare
- Childcare vouchers
- Student finance payments
- Cash
- Bank transfer (preferred)

## 4.4 Late Payments & Debt Recovery

- Late payment fees may apply (if applicable).
- Non-payment after 7 days will initiate the school's **Debt Recovery Procedure**.

## 4.5 Notice Period

A **1-month written notice** is required to end or alter childcare arrangements.

## 5. Absences

- Paid hours remain chargeable during holidays or illness.
- Funding may be withdrawn due to persistent poor attendance.
- Sessions can only be swapped **with prior agreement** from the Nursery Teacher or Business Manager.
- Bank holidays are **not chargeable**.

## 6. Transfer of Funding

- We accept requests to transfer funding between settings.
- Funding transfers must be approved by the **Local Authority Early Years Team**.
- Mid-term transfers will only be considered in **exceptional circumstances**, such as:
  - Relocation over a significant distance
  - Social care involvement
  - Safeguarding concerns
- A Transfer of Funding Form must be completed and submitted to the Early Years Team.
- A setting may claim a full term of funding if the child attends for a full week or more.

## 7. Additional Funding (Where Applicable)

The setting may also access:

- Disability Access Funding (DAF)

- Early Years Pupil Premium
- Deprivation Funding
- English as an Additional Language (EAL) funding
- High Needs Funding
- Funding Loop (if used within the setting)

## **8. Monitoring and Review**

This policy will be reviewed **annually**, or sooner if statutory guidance changes.

## **9. Contact Information**

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