

Charging and Remissions for Nursery

Operating Days and Times

Broke Hall Primary Nursery is available from 8.40am to 3.20pm, Monday to Fridays (with the exception of Bank Holidays and PD Days) during term times only.

Sessions and Fees

The Governing Body reserves the right to make a charge in the following circumstances for provision of childcare in Broke Hall Primary Nursery

- All 3 and 4 year olds are entitled to 15 hours per week of free early education (Universal funded hours). If parents meet the eligibility criteria they may also be able to claim an additional 15 hours a week (extended hours). To receive 30 hours of free childcare you can sign up online, via childcarechoices.gov.uk.

This will generate a code, which must be verified by the school before the additional funded hours can be authorised at Broke Hall Primary Nursery.

- All sessions (funded and paid) are to be booked at the beginning of each term using the Parent Authorisation Form (PAF form) and the Broke Hall Primary Nursery application form. Funded sessions booked are not interchangeable with a paid session if a child does not attend a funded session.

- At the beginning of each term additional paid sessions will be offered after all eligible 3 and 4 year olds have been offered their funded sessions.

- At the start of each school term, eligible children who were attending Broke Hall Primary Nursery in the previous term will be offered the opportunity to increase their sessions for the forthcoming term and we will aim to accommodate these changes providing there is sufficient space and adequate staffing. After the first week of term, any additional sessions added for the term will have to be paid for by the parent and cannot be claimed against any funding code until the following term.

- Any request for additional ad hoc sessions/lunches will have to be agreed with nursery in advance and is dependent upon sufficient spaces being available. These sessions should also be paid in advance via Arbor.

- Remaining sessions will be offered to children on the waiting list

- All Nursery sessions are only available to children aged 3 and above.

Broke Hall Primary Nursery session timings and fees are detailed below;

Session	Timings	Fees
Morning Nursey	8.40am – 11.40am	£15.70 (if not funded)
Lunchtime Supervision	11.40am – 12.20pm	£2.50
Afternoon Nursery	12.20pm – 3.20pm	£15.70 (if not funded)

- Lunchtime is subject to separate charges and sessions cannot be included as part of the funded session entitlement as it is considered child care and not an educational session.
- If you do not wish to pay for lunchtime supervision, you can collect your child at 11.40am and return them for 12.20pm, where appropriate.
- Any parents booking their child in for a lunchtime session will be required to provide them with a healthy packed lunch along the same lines as those suggested for school children or order and pay in advance for a hot or cold school lunch (currently priced at £2.50). Milk and water are available.

Admissions criteria

Please refer to our Nursery Admissions Policy.

Payment of invoices

- Invoices are calculated on the number of booked sessions each half term.
- Invoices will be raised half termly in advance – to be paid within 14 days. Payment can be made through Arbor.
- Invoice payment should be made through Arbor.

Please note that if a parent/carer fails to pay an invoice within 14 days of the due date, the school has the right to refuse to accept further bookings for additional paid for sessions. Should you experience any difficulties in paying Nursery fees, please arrange to see the School Business Manager in confidence at the earliest opportunity.

- All fees for sessions which have been booked are non-refundable
- Cancellations or changes to bookings will only be accepted with appropriate prior notice (4 weeks) and at the discretion of the school
- Holidays taken during term time are payable at the full rate.
- No refunds will be given due to illness, except in exceptional circumstances and at the discretion of the school
- No refunds to be given in the case of school closure.

Contacts

Email: frontoffice@BrokeHall.suffolk.sch.uk

For all Nursery bookings or invoice enquiries please contact 01473 729544.