



Walmore Hill, Minsterworth, GL2 8LA

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Interim Executive Headteacher: Mrs Kirsty Evans

WALMORE HILL SCHOOL PRE SCHOOL POLICY

Date of policy	Summer 2023
Review date	Summer 2025
Staff responsible	Head Teacher

If there are any concerns about the following or payment of fees general, parents/carers are requested to discuss these with the Office Administrator in the first instance.

Rates of our fees are reviewed annually in the light of the settings financial position, its future strategic plans and any other broader economic or social considerations deemed relevant. Current rates of all sessions are available on request from the schools office.

Funding

All Government children funding schemes can be viewed by visiting HM Government "Childcare Choices" website – www.childcarechoices.gov.uk. We can claim Government funding through our Local Authority, Gloucestershire County Council.

Children must remain in the provision for a minimum of 1 week in order to be eligible for the funding. Should you choose to remove your child before this qualifying period, you will be liable for all costs incurred.

If your child attends more than one setting, the child's parent/carer must complete a separate Declaration Form with each provider. All Declaration Forms must show the providers names and the total number of hours being taken up at each provision and the hours to be claimed at each setting. The forms must correspond at all settings.

Parents/Carers are signing up to a funding period for the funded entitlement and may be liable for any costs if there is a breach of that declaration.

To permit Walmore Hill Early Years to make a claim for funding, we require a Funding Declaration form to be completed and signed per term. Funding Declarations are printed by us and presented to parents/carers to complete and sign. Every effort will be made to obtain (parent/carer) consent by the deadline dates set by Gloucestershire County Council. If we are unable to obtain a signed Funding Declaration, we will not be able to claim for your child's funding and so therefore any hours attended will be chargeable by us and the child's parent / carer will be liable for the session fees.

Three & Four Year Childcare

All three and four year olds are entitled to 15 hours per week of free nursery education, for 38 weeks of the year, from the term following their third birthday. If eligibility has been confirmed, we require a copy of the eligibility letter before we are able to claim funding through the funding portal. To submit a provider application, we will require the following information:

- Child's Name
- Child's Date of Birth
- Address (incl. postcode) where child resides
- Parent/Carer Name
- Parent/Carer National Insurance Number
- Parent/Carer Date of Birth
- Parent/Carer address (incl postcode) where they reside
- Relationship to Parent

30 hours (Extended Entitlement) and Tax-Free Childcare

We accept the 30 hours Extended Entitlement funding and Tax Free Childcare. For more information, to check eligibility criteria and apply for the above schemes, visit www.childcarechoices.gov.uk. If you meet the eligibility criteria for the extended entitlement, 30 hours free childcare, you will be issued with an eligibility code which we will require along with your National Insurance number , to allow us to claim these extended entitlement hours.

Please note, you will be required to reconfirm your eligibility every 3 months.

A reminder email and/or text will be sent to you from the Childcare Choices. If you become ineligible, you will be granted a grace period, to retain your childcare place for a short period which will be assigned to you along with your eligibility code.

Non Funded Hours

All non-funded hours will be invoiced termly, in advance and will be sent home with your child. Invoices may also be invoiced if an email address has been given.

Payment Terms

Fees are payable in advance of the new term beginning. Payment terms will be clearly printed on the invoices. Payment can be made by bank transfer, cheque or cash. Details of which are all available on the invoice or on request from the school office.

Failure to pay your child's fees on or before the invoice due date, will result in your child's non-funded hours being suspended until full payment for arrears has been made – we will only hold the non-funded hours for a limited period of time.

If Parents/Carers are experiencing difficulties with making payments on time, parents/carers must speak to the School at your earliest convenience.

Inset Days

Inset days are not charged. However, if for unforeseen circumstances, inset days have been changed mid-term, the school will make the necessary adjustments on the next terms invoice. We ask that Parents/Carers do not calculate these changes themselves.

Non-Attendance

If your child does not attend for any reason such as illness or holiday, your child's session fees are still payable, no refunds are given.

Emergency Closure

In the events of the setting being forced to close due to unforeseen circumstances, such as adverse weather or major maintenance, Walmore Hill will make the necessary adjustments on the next terms invoice. Parents/Carers are not to calculate this themselves.

Notice

We plan our staffing levels and set our budget well in advance. In order to operate, we therefore require notice of changes as per the timescales set out below:

Failure to provide notice in the timescales listed below, risk your child's placement of being permanently withdrawn with immediate effect.

Outstanding fees of 2 weeks or more, risk your child's placement of being permanently withdrawn.

Four weeks written notice is required of a child leaving or reducing their daily sessions, otherwise fees in lieu of notice will be charged.

Opening Days / Hours

Walmore Hill Early Years operates 3 days a week on a Monday, Wednesday and Friday. The hours are 9am to 3pm on each day.

This calculates at 6 hours a day / 18 hours per week

For all 15 hour free nursery funded places, charges are calculated as follows:

5 hours per day will be allocated to the 15 hour free nursery

1 hour per day will be charged at the current rate (as of September 2023, this is £5 per hour)

Therefore, per week, an invoice will be raised for the additional £5 per day should your child attend for the full 6 hours.

Lunches

Your child has a choice of bringing a packed lunch or ordering a cooked meal within the setting.

Walmore Hill setting have an external company offering cooked lunches. Your child is welcome to these cooked lunches on their days, at an additional cost (as of September 2023, this is £2.54 per meal/per day).

Lunches will be invoiced on a fortnightly and payment is due on receipt of invoice. If the invoice is not settled within the first week of the invoice date, Walmore Hill will not be able to supply cooked lunches to your child, until the debt has been cleared. They then reserve the right to request payment of cooked lunches in advance for future orders.