



Westgate Primary School Nursery Charges Policy 2018-19

Introduction

From September 2017, Westgate has offered the option for parents to pay for additional hours in Nursery, subject to availability. This document outlines the charging structure.

Parents have flexibility to request a wide range of options when requesting hours for their child at Westgate nursery, including access to our before and after school club, WOOSH:

Daily:

WOOSH	07:45 – 08:45	1 hour
Morning Nursery	08:45 – 11:45	3 hours
Afternoon Nursery	12:15 – 15:15	3 hours
All day Nursery	08:45 – 15:15	6.5 hours
WOOSH	15:15 – 18:00	up to 2.75 hours

Depending on parental eligibility, children may receive up to 15 hours of free nursery provision, or up to 30 hours of free nursery provision, including WOOSH. Additional hours on top of a child's free entitlement are therefore chargeable. Parents can choose to split their free entitlement between more than one Early Years provider.

Eligibility is determined by the provision by the parent(s) of a code from HMRC, which school then verifies with the local authority.

Charges to parents for additional hours on top of their free entitlement are in line with the funding we receive from the local authority for nursery places. In 2018-19, this is set at **£4.25 per hour**, regardless of whether hours are taken in WOOSH or School Nursery.

Additional Hours Charging Criteria

- Payment for hours in addition to a child's free funded entitlement will be requested by invoice at the beginning of each half term for that half term's hours, with payment due by the deadline date advised on the invoice.
- Funded hours (15 or 30) are allocated weekly and this allocation cannot be rolled over to other weeks. No additional charges will apply for any week in which the total hours a child attends is reduced to below their normal funded hours as a result of nursery being closed for one or more days. Unused hours cannot be transferred to pay for additional charges in a different week. Nursery may be closed due to planned closure (eg training days, polling days, school or public holidays) or unplanned closure (eg unforeseen polling days, utilities failure or strike action).
- If a child is absent due to holiday or illness, the charge will still apply.

Payment for Additional Hours

- All charges will be invoiced half termly at the beginning of each half term in advance.
- Payment to the school can be made by cheque payable to 'Leeds City Council', by cash in a named sealed envelope, by childcare vouchers (please contact the school to establish if we are currently registered with your voucher provider), or through HMRC's tax-free childcare scheme.
- Childcare voucher payments should contain the reference **56/ 237 [YOUR CHILD'S NAME]** to ensure they are paid correctly to Westgate.

- If you wish to pay through HMRC's tax-free childcare scheme, please notify the school office and include your code so that Westgate is able to ensure any payments are correctly allocated against your bill.

Changes to hours attended and ad hoc hours

- Westgate receives payments for local authority funded hours based on children's attendance patterns at the start of each term. We therefore will not normally be able to change children's funded hours during the term.
- Similarly, agreed paid Nursery hours are normally for the full term and may normally only be changed at the start of a term. Paid WOOSH hours may be altered with a week's notice.
- We are able to accommodate increases in paid hours, subject to availability, and an additional bill will then be issued for the extra hours as applicable.
- Additional ad hoc hours are not encouraged but, if required, will be accommodated subject to availability at the standard nursery charge rate of **£4.25** per hour, whether at Nursery or WOOSH.
- Any requests to change paid hours should be discussed with the senior administrator and/ or head teacher at the earliest opportunity. School will endeavour to be flexible in response to changes in family circumstances where possible.

Nursery Meals

- Children who stay all day are provided with a hot two course meal, cooked by the school kitchen. In 2018-19, this is chargeable at **£2.05 per meal**, in line with the cost to school. This will be billed separately to payments for additional hours.
- Nursery meals are not eligible for payment by childcare vouchers and should in any case be paid separately to any charges for additional hours. Payment to the school can be made by cheque payable to 'Leeds City Council' or by cash in a named, sealed envelope.
- No charge is made for meals when a child is absent, whatever the reason for the absence. Any overpayment due to absence will therefore be credited to the next school meal bill. At the end of the school year, if a child is leaving our Nursery, any outstanding overpayments will be refunded.
- Where school is in receipt of Early Years Pupil Premium (EYPP) Funding for a child and he/ she stays for lunch, EYPP may be used by school to off-set the cost of Nursery meals, so that the child receives a nutritionally balanced hot meal and no charge is incurred by the family.

School Trips

From time to time, we may plan a school trip for Nursery-aged children. As we do for the rest of school, we ask parents for a voluntary contribution per child to cover the cost of this. School relies on contributions to make each trip possible and if insufficient contributions are received a trip may not go ahead. However, no child would be excluded from going on grounds of cost.

Refunds

If a family is overcharged because of an unplanned closure (eg for a utilities failure or strike action) which affected a child's attendance, or because of a planned change to paid hours, this will normally be offset against the following half term's bill. If this is not possible, a refund will be issued for the week in question.

Non-payment of chargeable hours

- If a nursery bill remains unpaid, school reserves the right to withdraw the access to additional paid hours until the debt is settled in full.
- Parents who find it difficult to settle a bill are urged to speak in confidence to the senior administrator or the head teacher at their earliest convenience, to agree a repayment schedule which is manageable and to avoid the withdrawal of access to additional Nursery hours.
- Unsettled debts will be passed onto the debt recovery service at Leeds City Council.

This policy was agreed in April 2018, and is subject to review annually.

Signed: (On behalf of the governing body)

Signed: (Head teacher)

Date: 23/04/2018

See also:

Charging & Remissions Policy

Parental Declaration Form for Free Early Education Entitlement (FEEE) 2018/2019 (Annex A)

1 Setting details

Setting Name	Westgate Primary School
Setting URN	107879

2 Child's details

First name:		Preferred Surname:	
Surname:		Middle name(s):	
Date of Birth		Gender:	M / F
Ethnicity:		Child's NHS Number:	
Present During EY Census	Yes / No (please delete)		

3 Parent's details

Parent/Carer 1 Name		Parent/Carer 1 DOB	
Parent/Carer 1 NI Number:			

Parent/Carer 2 Name		Parent/Carer 2 DOB	
Parent/Carer 2 NI Number:			

4 Child's home information

Building name/ no.		Street	
Area		Town / city	
Postcode		Telephone number	

5 2 year old FEEE (NOT APPLICABLE TO WESTGATE NURSERY)

To access the 2 year old FEEE your child must meet the eligibility criteria, please indicate below if your child meets the criteria and which of the criteria they meet. Either Economic (ECO), Looked After Child (LAA), or SEND (HSD)

Eligible for 2 year old FEEE:	YES / NO	2 year FEEE Eligibility (Please state under which criteria the child is eligible):	
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6 FEEE Additional Entitlement

To access the FEEE Additional Entitlement you must have applied for a voucher code via the [HMRC's childcare service](#) and confirmed your eligibility with your childcare provider, please indicate below if your child meets the criteria and input your voucher code.

Eligible for the FEEE additional entitlement:	YES / NO	30 hour voucher code:	
Voucher code start date:		Voucher code expiry date:	

7 Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits and accessing 3 and 4 year old FEEE. This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please indicate below if your child meets the criteria and which of the criteria they meet. Either Economic (EE) or Looked After (EO).

Eligible for Early Years Pupil Premium? (EYPP):	YES / NO	EYPP Eligibility (Please state under which criteria the child is eligible):	
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8 Disability Access Fund Declaration

Three- and four-year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?	YES / NO
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9 Attendance details

- You need to agree and complete this Declaration Form with each setting your child attends for their FEEE universal entitlement (Eligible 2 year olds and 3/4 year olds) or FEEE additional entitlement (Eligible 3/4 year olds only) per week in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites (refers to provider postcode) in a single day. It is the parent's decision how the funding is allocated between private providers only. If a child attends a private provider and a school or academy, the school or academy will take priority in the allocation of funding.
- Your child can attend Term Time only (up to 15/30 hours over 38 weeks) or (up to 11/22 hours over 51 weeks) stretched provisions

My child is attending the following settings for the FEEE Universal Entitlement (15 hours) for eligible 2 year olds and 3/4 year olds (ALL children):

TABLE A		Please enter total <u>Universal</u> FEEE hours attended per day						Total number of hours per week	Number of weeks per year (e.g 38, 45, 51)
		Mon	Tue	Wed	Thur	Fri	Sat		
<i>Setting Name(s)</i>									
A	Westgate Primary School								38
B									
C									
Total Daily Free Hours Attended									

My child is attending the following settings for the FEEE Additional Entitlement (15 hours) FEEE for eligible 3/4 year olds (Children in receipt of a voucher code):

TABLE B		Please enter total <u>Additional</u> FEEE hours attended per day						Total number of hours per week	Number of weeks per year (e.g 38, 45, 51)
		Mon	Tue	Wed	Thur	Fri	Sat		
<i>Setting Name(s)</i>									
A									
B									
C									
Total Daily Free Hours Attended									

Please indicate below (tick) whether your child attends term time only (15/30 hours, 38 weeks) or stretched (11/22 hours, 51 weeks)

Term time only (15 or 30 hours a week, 38 weeks a year)		Stretched (11 or 22 hours a week, 51 weeks a year)	
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If your child attends any hours above the Universal or Additional FEEE, please indicate this here:

Hours Attended Above FEEE:	
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If your child is splitting their free entitlement across two or more providers, please nominate the main setting to which the local authority should pay Disability Access Fund/ Early Years Pupil Premium monies:

Setting Name:	
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10 Parent/ Carer/ Guardian with legal responsibility declaration

I (Name)

of (Address)

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise **Westgate Primary School** to claim free entitlement funding as agreed above on behalf of my child, and inform me which funding streams my child is eligible for.

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm your child's eligibility for 2 year old FEEE or the FEEE additional Entitlement and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

Parent/ Carer/ Guardian with legal responsibility		Childcare Provider (Westgate Primary School)	
Signed		Signed	
Print name		Print name	
Date		Date	

If any of the above information changes a new parental declaration form must be completed immediately.

11 Data privacy

The Data Protection Act 1998: How we use your information

We use information about children and young people to enable us to carry out specific functions for which we are responsible. We also use this personal data to derive statistics which inform decisions we make (e.g.) regarding the funding of early education, assess their performance and to set targets for them. These statistics are used in such a way that individual children cannot be identified.

Education and training: The Local Authority and your childcare provider hold information about children and young people living in our area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to us to help us to do this¹.

We share some of the information we collect with the Department for Education (DfE) to enable them to; produce statistics, assess our performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

We may also share information with post-16 education and training providers to secure appropriate support for them. We may also share data with education establishments which shows what their pupils go on to do after the age of 16.

For children under 16, a parent or guardian can ask that no information other than their child's name, address and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16th birthday. Pupils and/or a parent/guardian will need to inform the school/LA if this is what they wish.

DfE may share individual level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you require more information about how we and/or DfE store and use your personal data or if you want to see a copy of information about you that we hold please visit:

- <http://www.leeds.gov.uk/opendata/Pages/Data-Protection-Act-1998.aspx>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

¹ Under the Education and Skills Act 2008, parts 1 and 2

Appendix 2 Billing Template



Stephen Lawrence
EDUCATION STANDARD



Scarborough Road, Otley, West Yorkshire LS21 3JS

Tel: 01943 462349

Headteacher: Ms H.R. Carpenter • email: info@westgateprimary.co.uk

Nursery Hours Invoice – Half Term [] (2018-2019)

Pupil Name: [name]

Weekly Hours Attended: [] hours

Weekly Chargeable Hours: [] hours
(@ £4.25 ph)

Number of Weeks for Half Term: [] weeks

Credits: [details] [£amount]
(@ £4.25 ph)

Total Payable: [£amount]

Date of invoice: [date]

Please pay the School Office within 30 days.

Cheques: Payable to Leeds City Council.

Childcare Vouchers: To include the reference number 56/237 & the child's name.

Please note: Dinner Money Fees will be billed, & must be paid, separately. Many thanks.