

# St Cuthbert's Catholic Primary School

## **School Motto**

*In love with Christ: Be the best I can. Be kind to one another.  
Amen*



## **Mission Statement**

*As missionaries of our faith, our school community strives to embody the Christian values of St Cuthbert sharing in humility, spirituality, tolerance and kindness.  
Each individual is nurtured and celebrated within our inclusive and equitable setting; appreciating and embracing diversity within the world around them.*

# EYFS Charging Policy

## October 2025

## Aim

This Charging Policy is designed to ensure **clarity, fairness and compliance** in the delivery of Early Years Foundation Stage (EYFS) provision.

The core aims of this policy are:

- **Transparency and Clarity:** To clearly communicate to all parents and carers precisely what services, resources, and activities they will be charged for, ensuring complete understanding of the fee structure.
- **Funding Entitlement Guarantee:** To guarantee that all eligible funding entitlements (such as the 15 and 30 hours) are delivered free at the point of delivery, upholding the statutory requirements for early years provision.
- **Supportive Understanding:** To actively support families in distinguishing between services covered by government funding and voluntary or additional charges, such as those for consumables, extra sessions, or optional trips.
- **Equality of Access:** To ensure equality of access for all children, meaning all families are entitled to the same high-quality provision and experiences, irrespective of whether they choose to pay for consumables or voluntary contributions. No child will be disadvantaged or excluded based on a family's financial choice.

This policy aims to strike a balance between high-quality provision and financial accessibility for all families using our EYFS setting.

## Funded Entitlement Delivery

We are open for 38 weeks of the year, operating on a term-time basis. All funded places are offered as consistent sessions across the week, ensuring equality of access regardless of whether a family opts to pay for consumables.

<b>Funding Stream</b>	<b>Eligibility</b>	<b>Session Time</b>	<b>Sessions Offered</b>
Supported 2-Year Funding	Eligible children from the term following their 2nd birthday (limited to 5 places).	8:45 am – 11:45 am	5 x 3-hour morning sessions (Monday to Friday)
Universal 15 Hours	All children from the term following their 3rd birthday (Nursery aged).	8:45 am – 11:45 am	5 x 3-hour morning sessions (Monday to Friday)
Working Parents 30 Hours	Eligible children in the year prior to starting Reception.	8:30 am – 2:30 pm	5 x 6-hour sessions (Monday to Friday)

## **Parent Declaration and Funding Management**

- **Parent Declaration Form:** A Parent Declaration Form must be fully completed and submitted prior to a child starting any funded place. This form confirms the allocated hours and ensures we can successfully claim the funding on your child's behalf.
- **30-Hour Code Renewal:** Parents utilising the 30-hour entitlement must be aware of their code expiry date. If the code is not reconfirmed by the government's deadline, the funding will be lost and the place may revert to the Universal 15-hour offer, or full charges will apply for any extended hours (see 'Additional Charges' below).
- **Reminders:** While the primary responsibility for renewal lies with the parent, we will endeavour to send timely reminders to families nearing their code renewal date.

## **Breakdown of Additional Charges**

The following charges apply only where a family utilizes extended hours or chooses optional provision.

<b>Charge Type</b>	<b>Description</b>	<b>Session Time/Cost</b>	<b>Mandatory/ Voluntary</b>
Extended Session Charge	For 30-hour children wishing to extend their session beyond 2:30 pm.	2:30 pm – 3:30 pm (1 hour) - £5.37	Mandatory
School-Provided Lunch	If a child requests a lunch provided by the school during the 30-hour session.	Cost per meal: £2.20	Optional  (Mandatory if not providing a packed lunch)
Consumable Charges	Contribution towards enhanced activities.	Contribution pending activity type.	Voluntary Contribution

**Note on Lost Funding:** If a child's 30-hour code expires and is not reconfirmed, any hours attended beyond the universal 15 hours will be charged at our standard hourly rate of £5.34 per hour.

**Provision Equality:** All children, regardless of whether a family pays consumable charges or not, will receive the same provision, resources and experiences. This includes attendance at trips, parties and celebrations. These cannot be swapped or adjusted to accommodate non-payment of the voluntary charge.

## **Fees, Invoicing, and Payment Methods**

### **Deposits and Registration Fees:**

- **No deposit** is required to secure any place (funded or paid).

- **No Registration Fee** is charged for any place in our setting, in line with regulations for funded-only places.

### **Fee Calculation and Invoicing:**

- Fees for any additional hours or voluntary contributions are calculated weekly.
- Invoices are calculated and shared at the beginning of each term.
- All invoices are issued electronically via Class Dojo. Parents may request a paper copy, which will be provided upon request.
- Invoices must be paid in full on the **1<sup>st</sup> of the month** if paying monthly and on **Monday** of each week if paying weekly.

### **Invoice Breakdown**

The invoice will clearly itemize all charges for transparency:

- Funded Hours (shown as £0.00).
- Paid Private/Extended Hours (if applicable).
- School-Provided Lunch Charges.
- Voluntary consumables if applicable.

**Accepted Payment Methods:** We accept the following payment methods:

- Bank Transfer (details provided on the invoice).
- Cash (to be paid directly to the school office).
- Tax-Free Childcare.
- Childcare Vouchers.
- Student Finance payments (where applicable).

**Discounts:** We do **not** offer any discounts for siblings or full-time places, as we aim to maintain equal and fair pricing for all families utilising additional hours.

### **Non-Payment and Notice**

If fees have not been paid promptly, we have the authority to suspend your child's place until payments have been made. If you are having difficulties with making payments, please speak to the School Office as soon as possible.

- **Late Payment Charges:** We charge an additional fee of £5 per week for late fees.
- **Procedure for Non-Payment/Debt:** Accumulated debt or habitual non-payment may be subject to a formal payment plan agreement. Failure to adhere to the payment plan may result in the withdrawal of the non-funded/extended portion of the child's place.
- **Notice Period:**
  - A two-week written notice is required when a family wishes to withdraw a child from a funded-only nursery place.

- For children utilizing extended/paid hours, a four-week written notice is required. Failure to provide the required notice may result in the parent being charged for the notice period.

## **Absence and Attendance**

Nursery attendance is actively monitored in line with the school's overall absence procedures. Regular attendance is essential for a child's development and to ensure the sustained claiming of funded hours.

### **Absence Protocols**

- **Illness and Holidays:**
  - **Funded Hours:** If a child is absent due to illness or family holiday, the setting will continue to claim the funding on their behalf. Parents will **not** be charged for these funded hours.
  - **Paid Hours (Additional Sessions/Extensions):** If a child is absent due to illness or holiday, parents are still required to pay for any **paid hours** in order to retain the child's reserved place. Fees for paid hours are calculated weekly/termly and must be paid regardless of attendance.
- **Bank Holidays:**
  - As our setting operates on a term-time basis (38 weeks), we are closed on all Bank Holidays. We **do not charge** parents for Bank Holidays.

### **Monitoring and Session Delivery**

- **Attendance Monitoring:** Consistent poor attendance may result in the loss of a funded place, particularly for the 30-hour entitlement, as the Local Authority require children to regularly attend the sessions for which funding is claimed. Parents will be contacted to discuss any concerns regarding persistent non-attendance.
- **Non-Swapping of Sessions:** Sessions are booked for fixed days and times (e.g., Monday 8:30 am – 2:30 pm). Due to staffing ratios and funding rules, sessions **cannot be swapped** or transferred to a different day to make up for missed time (e.g., due to illness or a holiday). The session is utilised or lost on the scheduled day.

## **Funding Transfer Protocols**

### **General Rule on Transfers**

We generally do not accept mid-term requests to transfer funding to or from our setting, as funding is claimed based on a child's registration at the start of the term.

### **Exceptional Circumstances**

A transfer of funding mid-term may be considered only in exceptional circumstances. These are limited to:

- **House Move:** A significant change in the family's residence that makes continued attendance at the current setting impractical.
- **Social Care Interventions:** A transfer requested as part of a formal Social Services plan.
- **Safeguarding Reasons:** A transfer requested due to specific, documented safeguarding concerns.

### **Official Transfer Process:**

- Before any transfer can be considered, a specific Transfer of Funding Form must be completed.
- This form can be provided by office staff upon request, or it can be obtained directly by emailing **eyfunding@liverpool.gov.uk**.
- The completed form must be sent directly by the parent to the Local Authority at **eyfunding@liverpool.gov.uk** for approval.

### **Local Authority Claiming Rule**

Parents should be aware if a child attends a full week or more at a particular setting at the start of the funding period, that setting is entitled to claim the child's funding for the entire term. This rule heavily limits the ability to transfer funding retrospectively once a term has begun.

Policy Review	-	October 2025
Next Review	-	October 2026
Sent to Governors	-	October 2026
Staff Responsible	-	H.Delahunty