

Charging and payments policy

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Review Date	Annual

Version	Date Reviewed	Changes since last version

Charging and payments policy

We have written this policy to tell parents about charges that may be made.

Nursery education

We provide 15 hours of free nursery education for children from the term after their third birthday.

We also offer 15 hours of free nursery education for eligible two-year olds. To check whether your child is eligible, visit [Newham's Family Information Service](#).

These are free government-funded entitlements and are paid directly to the school by the local authority. Please refer to our admissions policy for further details.

A 15-hour place means that your child attends for 3 hours every morning or every afternoon.

30-Hour Places for the children of working parents

We have a small number of free 30-hour places, from 8.45am to 2.45pm Monday to Friday during school termtime.

These places are prioritised for children with Special Educational Needs and Disabilities, whose parents are in work, but anyone can apply (subject to eligibility).

To find out more and to check whether you are eligible, visit [Newham's Family Information Service](#)

If your application is successful, you will need to provide a healthy packed lunch for your child.

The usual afternoon sessions finish at 3.35pm. If you would like your child to stay until the end of this session, we can offer this at a cost of £3 per day. If you would like your child to stay until 3.35pm, please complete the form below

Extended Day Agreement				
Child's Name				
Child's DOB				
Child's Class				
<i>I would like my child to stay until 3.35pm on the days listed below. We ask that you confirm extended sessions at the beginning of each term.</i>				
Monday	Tuesday	Wednesday	Thursday	Friday
<i>Please indicate your preference</i>				
<p>I confirm that I understand and agree to</p> <ul style="list-style-type: none"> • the charge of £3 per day per child. • be invoiced monthly in advance • pay by cheque or bank transfer within 7 days of invoice • give 14 days' notice if I no longer require additional time <p>We ask that payments are made promptly and any difficulty in meeting these costs is discussed with the Business Manager. The school reserves the right to suspend additional care if payments are not upheld.</p>				
Parent's Name				
Parent's Signature				
Date				

Educational visits

Our general policy is that all Educational Visits are free. We use public transport which is free for children under 5. We encourage parents to come with us: if you do, you will need an Oyster card with enough credit to cover your journey. If you would like to come on an Educational Visit but cannot afford the transport, please tell your child's teacher. If we can help, we will.

Occasionally we arrange visits beyond the setting which have transport or admission charges. When that happens, we work out a voluntary contribution and ask everyone to pay it.

The size of the voluntary contribution is calculated by dividing the cost of the trip by the number of participants. The number of participants includes the parents and children.

The contribution is *voluntary*. If you do not pay it, your child will still be able to take part in the trip.