CHURCH LEIGH PRESCHOOL

CHARGING AND REMISSIONS POLICY 2026-2027

RESPONSIBILITIES

The Governing Body at All Saints First School are responsible for determining the content of the policy and the headteacher is responsible for implementation.

Any determinations with respect to individual parents will be jointly considered by the governing body and the headteacher.

FUNDED PLACES

Pre-schoolers:

3 Year Olds: Funding is available for each child from the term following the childs third birthday, for a total of up to 15 hours each week during term time. (Some working families may be eligible for 30 hours per week)

2 Year Olds: Funding is available for eligible 2-year olds, providing they meet the criteria set down by Staffordshire County Council. (Think 2 Funding)

From September 2025 funding for 2 year old children of eligible working families, from the term following their second birthday, increases from 15 to 30 hours per week during term time.

However, once in place if a child is unable to attend any of these funded sessions, parents need to inform the setting of the reason for their absence and a likely return date. Regular absence without good reason is likely to result in a funded place being withdrawn.

Nursery:

Funding is available for each child from the term following the childs third birthday, for a total of up to 15 hours each week during term time. **(Some working families may be eligible for 30 hours per week)**

Please be aware that All Saints School claims funding for morning sessions and Church Leigh Preschool claims any remaining funding for afternoon sessions - if there is no funding remaining then sessions are chargeable at the current rates.

Please note that pre-booked sessions through funding are non-refundable, you may change/swop a session during a term if there are spaces available but this cannot be transferred during the term between the two settings.

NON FUNDED PLACES

Children not eligible for funding, or who wish to attend sessions in excess of 15 hours per week and are not entitled to 30 hours funding, will need to pay the current fees as set down by the setting.

Procedure:

- All parent/carers will receive an invoice at the beginning of each half term.
- The invoice will give details of the sessions funded, and the sessions being paid for and the rate being charged.
- Payment is to be made online via School Money or by using Workplace Vouchers or Childcare Choice Scheme.

Terms and Conditions:

Holidays:

Retainers of 50% are needed for holidays booked in advance, with a minimum of 2 weeks' notice. If no notice is received full payment will be charged.

Sickness:

No refunds can be made for missed sessions through illness. However in the case of long term sickness refunds will be considered by the Executive Headteacher.

Closures:

No refunds will be made for closures outside of the settings control, ie Snow Days.

Hospital Appointments:

Providing a minimum of 2 weeks' notice in writing has been received there will be no charge, or a refund will be processed on the next half terms invoice.

Notice Period:

A leavers form will need to be completed and 1 months' notice is required. No refunds will be made when less than 1 months' notice is given.

Payment is to be made at the end of each week via School Money, parents can view their childs' attendance through their School Money account.

NON PAYMENT OF FEES

Please refer to Innovate2Educate Partnership and All Saints CE First Schools debt policies.

It is our intention to be sympathetic when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due.

CHARGES FOR THE FINANCIAL YEAR 1ST SEPTEMBER 2026 – 31ST AUGUST 2027

PRESCHOOLERS	**2024 – 2025**	**2025 - 2026**	**2026-2027**
Full Day Inc. Lunch	£45.00	£45.00	£45.00
Half Day	£23.50	£23.50	£23.50
Hourly Rate	£9.15 (From April25)	£9.15	£9.15
Lunch & ½ hr session	N/A	£ -	N/A
Lunch	£2.65	£2.65	£5.00

NURSERY AGED PUPIL	**2024 – 2025**	**2025 - 2026**	**2026-2027**
Per Additional Session	£24.00	£24.00	£24.00

BREAKFAST/AFTER SCHOOL	**2024 – 2025**	**2025 - 2026**	**2026-2027**
Breakfast Club	£5.30	£5.30	£1
ASC – Short Stay <15 mins	£2.10	£2.10	N/A
ASC – Session after Exc Club	£5.30	N/A	N/A
ASC – 4.30pm	£9.15	£9.15	£3.50 (4:15pm)
ASC – 5.00pm	£9.75	N/A	N/A
ASC – Late Collection Fee	£7.20	£7.20	£7.20

Signed: (TBC Oct 26) Aaron Mansfield, Vice Chair of Governors

Signed: D.Austin Danielle Austin, Headteacher

Date: 01/10/26

Review: Annually

Associated Documents: ASFS Charging & Remissions Policy and i2e Debt Policy.