



Westgate Primary School Nursery Charges Policy 2021-22

Introduction

Westgate offers 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 2021-22, this is expected to be set at **£4.46 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 SIMS Pay, 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 **£4.46** 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 2020-21, 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. Any change in cost to school for 2021-22 will be passed on to parents/ carers in full.
- 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 should be made on SIMS Pay.
- 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 May 2021, and is subject to review annually.

Signed: (On behalf of the governing body)

Signed: (Head teacher)

Date: 11/05/2021

See also:

Charging & Remissions Policy

Parental Declaration Form for Free Early Education Entitlement (FEEE) 2021-22 (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 <i>Setting Name(s)</i>		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	Sun		
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 <i>Setting Name(s)</i>		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	Sun		
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 Free Early Education Entitlement

PRIVACY NOTICE

Leeds City Council takes its obligations under the Data Protection legislation (the General Data Protection Regulation and the Data Protection Act 2018) very seriously. The information you provide will be subject to rigorous measures and procedures to make sure that it cannot be seen, accessed or disclosed to anyone who should not see it. Our service also needs to use sensitive personal data relating to you (also called "special category data") which requires more protection by us to keep it safe. Leeds City Council are the owner (data controller) of this information and therefore obliged to fully comply with the relevant Data Protection laws and regulations.

Any personal and sensitive information you provide will be collected, used, shared and held by Leeds City Council specifically to support your child's learning and development with regard to Free Early Education Entitlement (FEEE) allocation, which includes deciding eligibility and amount of funding, assessment of any Special Educational Needs a child may have, as well as monitoring attainment. We collect and hold your information to exercise a public task in our official authority related to the provision and monitoring of Free Early Education Entitlement.

As part of the assessment of eligibility, the Council will need to share some of your information with the following internal and external services; Children's services, Safeguarding, Sufficiency & Capacity, Early Years improvement Leeds Health teams and Department for Education. We will keep your personal information up to your child's 25th birthday in line with the Leeds City Council retention schedule.

Should you object to Leeds City Council using your information in this way, your child would be unable to receive an allocation of Free Early Education Entitlement, and would therefore miss out on funding they are eligible and entitled to.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Further information in respect of your rights is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact the Family Information Service on **0113 378 9700** or via emailing feeequeries@leeds.gov.uk, or contact: dpfoi@leeds.gov.uk; any One Stop Centre, or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information in respect of your privacy and your information is available at: [https://www.leeds.gov.uk/privacy-statement/privacy-](https://www.leeds.gov.uk/privacy-statement/privacy-notice) notice. This includes contact information for the Council's Data Protection Officer. A paper copy of this information is available on request.

Appendix 2 Billing Template



We're working
towards Artsmark
Awarded by Arts
Council England

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 [] (2021-2022)

Pupil Name: [Name]

Weekly Hours Attended: [0] hours

Weekly Chargeable Hours: [0] hours
(@ £4.46ph)

Number of Full Weeks for Half Term: [0]

Adjustments (not full weeks): N/A

Total Charges 2021-22: £

Payments Made 2021-22: £

Total Payable: £

Date of invoice: Date

Please pay within 30 days.

*****On-line payments are now available via SIMS PAY*****

Alternative payment methods:

Childcare Voucher (quoting reference: 56/237 *child's name*)

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