

Policy Title Charging Policy

Adopted January 2026

For Review September 2026

Orchard Nursery Blackthorn Primary School

PAYMENT PROCEDURES

Orchard Nursery is an important part of our school and sits within our Early Years area adjacent to our Reception class. Nursery children have a large classroom as well as their own outdoor playing area, which is partially covered so that children can play outside in all weathers. Our well-resourced nursery is staffed by qualified and experienced practitioners and led by a qualified teacher.

Blackthorn's Pre-School is committed to providing a nurturing high-quality setting where children are encouraged to develop confidence in their learning and intrinsic value as an individual. We are part of the wider school community and share the values, ethos, and vision of the school. We take children from their third birthday and access Government funding from the term following this.

Blackthorn's Pre-School is committed to fair and inclusive admissions and will not discriminate based on SEND, disability, race, language, religion, gender, or family circumstances. We will make reasonable adjustments to support all children.

ADMISSIONS PROCEDURE

Parents/Carers register an interest in Pre-School by contacting the School or Pre-School and completing an application form.

Parents/carers may split the funding over more than one setting; we do however require a minimum of 5 sessions either mornings or afternoons. This enables children to settle into Pre-School and gain maximum benefit from their time here.

WAITING LIST

Once all places have been allocated, a waiting list will be held by the Pre-School and places, allocated should they become available and in line with the School Admission Policy.

FEES POLICY

Blackthorn's Pre-School accepts all eligible Government early education funding, including the Universal 15 hours, the Extended 30 hours (for eligible working families), and Early Years Pupil Premium where applicable. Parents/carers are responsible for providing the required eligibility codes and completing any necessary funding documentation by the deadlines set by the Local Authority. For those accessing 30-hour funding, it is the parent/carer's responsibility to reconfirm their eligibility every term to avoid the funding lapsing. Any hours taken above the funded entitlement will be charged at the published session rate.

Parents/carers are responsible for paying for any sessions above the Government funded hours. These hours are invoiced by the school office via ParentPay. Parents/ carers must inform the school office promptly of any problems or difficulties with payment.

Late or missed payments will be requested in writing sent via email within three days of receipt of the letter. Missing this period will jeopardise the child's place in Pre-School.

Sessions and fees:-

Weekly Sessions				
Session	Days	Times	Hours	Charge
30 Hours	Monday	8.30am - 3.30pm	7	£0
	Tuesday		7	
	Wednesday		7	
	Thursday		7	
	Friday	8.30am - 11.30am	3	
	Total		31	
Rate for additional sessions	Friday	11.30am-3.30pm	4	£15 per session
Morning only sessions	Monday	8.30am-11.30am	3	£0
	Tuesday		3	
	Wednesday		3	
	Thursday		3	
	Friday		3	
	Total		15	
Afternoon only Sessions	Monday	12.30pm-3.30pm	3	£0
	Tuesday		3	
	Wednesday		3	
	Thursday		3	
	Friday		3	
	Total		15	
Additional voluntary services (trips)	Ad hoc	Any costs associated with a trip will be added to ParentPay		
Meals/snacks	Lunch	To be provided by parent		£0
	Snacks	Morning & afternoon snack provided by Pre-School		£0
Consumables	Nappies/wipes	To be provided by parent		£0
	Sun cream	To be applied prior to arriving at Pre-School		£0

Attendance

Regular attendance is extremely important for your child's development in the Early Years. Consistent participation in Pre-School helps children:

- Build strong routines that support learning and social skills.
- Develop language and communication through daily interaction with peers and teachers.
- Gain confidence and independence by engaging in structured activities.

Every day in Pre-School is an opportunity for your child to learn, grow, and prepare for the next stage of their education. Missing days can make it harder for them to keep up and feel settled.

Please make every effort to ensure your child attends regularly and arrives on time. If your child is unwell or unable to attend, kindly inform us as soon as possible by calling **01604 407254**.

We cannot accept irregular attendance part-time requests.

Our policies and forms can be found: <https://www.blackthornprimary.net/statutory-data/policies>

LATE COLLECTION OF CHILDREN

Late collection is distressing for children and parents/carers must inform the Pre-School (Via the main school office) if they encounter a problem collecting their child on time. Persistent late collection will result in a charge of £5 for every 15minutes beyond the end of the session.