



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

To foster spiritual growth in Christian faith and values
To value, appreciate and enjoy learning
To work for excellence
To further curiosity and creativity
To aspire to high ideals

1. Sacred Heart Catholic Primary School on-site Nursery:

- 1.1. The Nursery provides sessional and school hour care for children in the year prior to starting Reception class.
- 1.2. Nursery childcare is available 9am-12 noon, Monday to Friday, term time only and is closed for teacher training days in line with the school calendar.

2. Free Funded Places:

- 2.1. All children are entitled to a free funded place for 15 hours a week for the year prior to starting Reception class.
- 2.2. Funded sessions are from 9am-12pm, Monday to Friday.
- 2.3. All 5 morning sessions must be attended by each child every week.
- 2.4. No charge will be made to parents for these funded hours unless a session is missed due to an unauthorised absence (please see section 9)
- 2.5. A funding claim form will be sent to parents to complete at the end of each term to ensure funding is received in the following term. This form must be fully completed and signed by the parent.

3. Unfunded Childcare:

3.1. Children who have not claimed the universal 15 hours funding can book and pay for sessions from 12pm- 12.00 noon, Monday to Friday, term time only.

3.2. These are currently charged at £10 per session and must be booked at the end of each half term ready for the next half term, and for a half term at a time.

3.3. Once booked, these sessions cannot be cancelled until the next half term booking period however additional sessions can be added if required with agreement of the Nursery staff.

3.4. An invoice is produced half termly once sessions are confirmed and payment is direct to the school office, childcare vouchers or through a tax-free childcare account.

3.5. Payment will still be required for booked sessions even if your child does not attend (see section 9).

3.6. Payment of additional or ad-hoc sessions booked during the half term will be through the next half terms invoice.

4. Snacks:

4.1. Nursery children receive a free funded portion of fruit during each morning session.

4.2. Nursery children currently receive a free portion of milk funded by the school during each morning session.

5. Increase in fees:

5.1. If we need to increase fees for unfunded sessions, we will give you one terms notice.

6. Payment terms:

6.1. A deposit or registration fee will not be charged for any funded or unfunded places at the Nursery.

6.2. No 'top-up' fees will be charged to subsidise funded entitlements.

6.3. Once an invoice is raised for unfunded childcare fees, payment must be made within 2 weeks. Invoices will not be raised if all hours are covered by the funding entitlement and the balance is zero.

6.4. A reminder will be sent if payment is not received after this time period. Unfunded

sessions will be stopped for your child if payment is not received. If you have any issues with making payments, please speak to the Finance Manager in the main school office. The school has a separate bad debt policy which will be followed where necessary (Early Years Charging Policy).

7. Absence during funded hours :

7.1. If your child is absent from school due to illness or an authorised absence there will be no charge.

7.2. If your child is absent from school due to a family holiday or unauthorised absence, there will be a charge per missed session in line with the school's hourly rate which is currently £3.33. This charge will be invoiced and payment requested direct to the school, childcare voucher or Tax Free childcare account.

7.3. The Headteacher's decision regarding absences is final.

8. Absence during pre-booked unfunded hours:

8.1. If your child is absent from Nursery for any reason and a session has been prebooked, this will still be charged.

9. Unavoidable school closures:

10.1. The school policy and procedures apply. Nursery is closed for the main school holidays and training days. Should the Nursery be closed for reasons beyond our control, such as adverse weather conditions. Funded sessions will not have any additional charges for parents as the school can claim Local Authority funding for short term school closures.

10. Trips and activities:

10.1. Nursery will run a small number of trips and activities throughout the year. Due to additional costs to the school, parents will be asked for a voluntary donation towards the activity for additional resources or trip costs such as coaches and entrance fees. This donation should be made direct to the school. No invoice will be raised for this donation.

11. Early Years Pupil Premium (EYPP):

11.1. For children who may be eligible for Early Years Pupil Premium (EYPP), parents should complete the relevant section on the funding claim form.

11.2. Once the funding has been confirmed by Early Years Finance, it will be allocated following a needs analysis, which will identify appropriate resources and support to progress their learning and development.

12. Disability Access Fund

12.1. If your child receives Disability Living Allowance, Nursery may be eligible to receive Disability Access funding.

12.2. Parents need to visit the school office to complete an application form for the Nursery to claim this funding.