Llangrove CE Academy

'From little acorns great oaks grow'

'Little Acorns' Nursery Fees and Charging Policy



Approved by the Board of Trustees	October 2026
Reviewer	S Dean (Headteacher)
Next review date	July 2027

Llangrove CE Academy 'Little Acorns' Nursery Fees and Charging Policy

1. Policy Statement

The Governing Board of Llangrove CE Academy is committed to ensuring that all children have equitable access to high-quality early years education and childcare.
This policy sets out the school-based nursery's arrangements for charging, fee collection, funded early education entitlements and additional services. It ensures compliance with:

- Department for Education (DfE) Early Education and Childcare Statutory Guidance for Local Authorities;
- Childcare Act 2006;
- Childcare Act 2016;
- Early Years Foundation Stage (EYFS) Statutory Framework;
- Local Authority Provider Agreement for Funded Early Education.

The Board of Trustees, Headteacher and Business Manager will review this policy annually or sooner if statutory guidance changes.

2. Scope

This policy applies to all children attending the school-based nursery, from age 2 years until statutory school age.

3. Principles

The school-based nursery will:

- Provide funded early education places in accordance with national and local requirements.
- Ensure funded entitlement hours are available completely free of charge.
- Not require parents to purchase additional hours, services, meals, consumables or activities as a condition of accessing funded hours.
- Be transparent about all charges.
- Publish and make available a clear schedule of fees and optional charges.
- Ensure no child is disadvantaged because their parent chooses not to purchase optional extras.
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4. Funded Early Education Entitlements

The school-based nursery will offer funded places for eligible children in accordance with current government entitlement arrangements, including:

- Early Learning for eligible 2-year-olds;
- Universal entitlement for 3 and 4-year-olds;
- Working Parent Entitlements where eligibility criteria are met.
- The funded entitlement will be delivered in accordance with Local Authority requirements and published nursery session times.
- Funded hours may be offered on a term-time only, subject to availability and Local Authority rules.
- It is the parents' responsibility to apply for their EEF code and to re-confirm them every 3 months.

5. Charges for Funded Hours

Funded entitlement hours are free of charge.
The school-based nursery will not charge:

- Top-up fees;
- Registration fees for funded places;
- Administration fees relating to funded hours;
- Deposits that are not refundable in accordance with Local Authority requirements;
- Charges for core educational provision;
- Charges for staffing, utilities, rent, maintenance, resources, cleaning materials or general operational costs;
- Charges for activities that form part of the EYFS curriculum.

Parents will not be required to purchase additional hours to access funded hours.

Nursery Sessions & Costing (we will do our best to accommodate your preference)						
Sessions Required & Wraparound Care	**Breakfast Club** (not covered by funding)	**Little Acorns** Morning Session	**Little Acorns** Afternoon Session	**Afterschool Club** (not covered by funding)		
	7:45 – 8:45	8:45 – 11:45	11:45 – 14:45	14:45 - 15:45	15:45 - 16:45	16:45 – 17:45
Monday	£6.50	£19.50	£19.50	£6.50	£6.50	£6.50
Tuesday	£6.50	£19.50	£19.50	£6.50	£6.50	£6.50
Wednesday	£6.50	£19.50	£19.50	£6.50	£6.50	£6.50
Thursday	£6.50	£19.50	£19.50	£6.50	£6.50	£6.50
Friday	£6.50	£19.50	£19.50	£6.50	£6.50	£6.50

6. Optional Charges

Government funding does not cover the costs of meals, consumables, additional hours or optional services. Therefore, the Nursery may make charges for these items where they are genuinely optional.

Parents may choose whether to purchase:

6.1 Meals and Snacks

Children are provided with healthy snacks during the day.
Children are welcome to bring in their own packed lunches or they can order a daily hot meal, available via HMFA catering provider 'Cater Cater'. Ordered & paid via ParentPay.

6.2 Optional Additional Activities

The school-based nursery may offer optional activities such as:

- Educational visits;
- Visiting workshops;
- Celebratory events;
- Specialist tuition;
- Enrichment activities beyond the EYFS curriculum.

Participation will always be voluntary and children will not be excluded from their funded place if parents choose not to pay.

7. Additional Hours

Parents may purchase childcare hours in addition to funded entitlement hours.
Additional hours will be charged at the rates approved annually by the Governing Board and published in the 'Little Acorns' Nursery Fee Schedule.
Additional hours are subject to a separate childcare agreement between the parent and the school.

8. Inclusion and Alternative Arrangements

Parents who choose not to purchase meals, consumables or other optional extras will be offered reasonable alternatives, enabling their child to access their funded entitlement free of charge.
All children, including those accessing funded hours only, will receive the same high-quality education, care and opportunities to participate in the nursery curriculum.
No child will be disadvantaged or treated less favourably because their parent or carer chooses not to purchase optional extras.

9. Fee Schedule

The Board of Trustees will approve a Nursery Fee Schedule setting out:

- Charges for additional childcare hours;
- Charges for meals (via Cater Cater);
- Charges for optional enrichment activities.

The Fee Schedule will be reviewed annually and whenever charges change. Parents will receive at least one month's notice of any increase in fees.

10. Invoices and Transparency

The 'Little Acorns' school-based nursery will provide clear and itemised invoices showing:

- Funded hours claimed;
- Additional hours purchased;
- Optional activities charged;
- Any discounts applied.

Invoices will clearly distinguish between funded provision and chargeable services.

11. Payment Arrangements

Fees are payable in advance unless otherwise agreed. Payments may be made by:

- Online payment via Parent Pay;
- Tax-Free Childcare accounts;
- Childcare Grant or other approved childcare payment schemes;
- Other methods approved by the school.

12. Late Payment

Where fees remain unpaid:

1. A reminder will be issued.
2. Parents may be invited to discuss a repayment arrangement.
3. Continued non-payment may result in the withdrawal of additional purchased childcare sessions

No child will be denied access to their funded entitlement hours because of outstanding charges relating to optional services or additional purchased hours.
The school reserves the right to require payment in advance for future non-funded childcare sessions where previous fees have not been paid in accordance with this policy

13. Cancellation of Additional Hours

Notice requirements for reducing or cancelling privately purchased childcare sessions are set out in the Nursery contract.
Charges may continue during the notice period.

14. Complaints

Parents who have concerns regarding nursery charges may raise these initially with the Headteacher. If concerns are not resolved, complaints may be made through the school's complaints procedure.

15. Monitoring and Review

The Board of Trustees will monitor compliance with:

- DfE statutory guidance
- Herefordshire Local Authority provider agreements
- Relevant childcare legislation
- Relevant childcare, education, safeguarding and equality legislation;
- The requirements of the Early Years Foundation Stage (EYFS) framework

This policy will be reviewed annually or sooner if required due to changes in legislation, statutory guidance, local authority requirements or operational practice