



## **Cogenhoe Primary School Preschool Pricing Policy 2024-25**

	<b>Name</b>	<b>Date</b>
Co-Headteachers Approval	Charley Oldham & Sian Blackwell	July 2024
Chair of Governors' Approval	Kate Coulson	July 2024
Recommended Review Date:	May 2025	

### **Version Number**

This document is issued and maintained in accordance with Cogenhoe Primary School procedures. Any changes must be clearly identified and discussed with the Governors. The most recent version must be detailed to staff and kept with the other policies for all appropriate stakeholders including parents where applicable.

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>	<b>Changed By</b>
1	June 2024	Pricing reviewed for 2024/25	TH
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**PRICING POLICY, TERMS OF BUSINESS AND FEES –  
Academic Year September 2024 to August 2025**

**Booked Sessions**

Cogenhoe Preschool provides sessional day care (Monday-Friday) with a morning session (8:45 to 12:00) and afternoon session (1:00 to 3:15) for children aged 3 and 4. Childcare can only be booked by session and will be charged for or claimed for through the Funded Early Education and Childcare for 3 and 4 year olds Government Scheme accordingly.

We offer 3 options of either a full day (8:45 – 3:15pm), morning including lunchtime (8:45 – 1:00) or morning only (8:45 – 12:00), we are unable to offer an afternoon session only place because of the timings and disruption to sessions.

**Sessions- Mondays to Fridays – Term time only  
for children aged 3 - 4 years**

<b>Morning Session 8:45am-12:00pm</b>	<b>Lunchtime 12.00pm-1.00pm</b>	<b>Full day session 8:45 - 3:15pm</b>
<b>£17.50 per morning session (3.25 hours)</b>	<b>£5.00</b>	<b>£34.50</b>

**Universal Entitlement of the Education and Childcare for 2, 3 and 4 year olds**

The Universal Entitlement of the Funded Early Education and Childcare for 2, 3 and 4 year olds enables us to provide your child with 15 hours of free childcare per week over 38 weeks. A total of 570 hours can be claimed in the year from the funding block after your child turns 3. The funding blocks started on 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April. Sessions (hours) booked over the 570 hours will be charged for.

The Extended Entitlement of the Funded Early Education and Childcare for 2, 3 and 4 year olds enables us to provide your child with 30 hours of free childcare per week over 38 weeks (1140) if the family is eligible and the Preschool have received proof of eligibility from HMRC/NCC Early Years.

Children eligible for Funded Early Education and Childcare, who have previously claimed this at another setting, can start claiming at Cogenhoe Primary Preschool but only after the previous setting has ceased to claim or there are sufficient funded hours for this to be split between the settings.

To claim the Funded Early Education and Childcare for 2, 3 and 4 year olds for your child, you must complete and sign a parental contract stating the number of hours for which you are claiming

Funded Early Education and Childcare. Proof of the child's identity will be required. You can claim the Funded Early Education and Childcare for 2, 3 and 4 year olds from the funding block after your child turns 3 years old.

Funded Early Education and Childcare for 2, 3 and 4 year olds will be claimed based on your child's booked sessions (even if the child does not attend due to illness, holiday, emergency closure or any other absence). All sessions are staffed according to the children's booked sessions and have to continue in this way whether a child can attend their booked sessions or not. Therefore, the Funded Childcare still needs to be claimed to ensure the sustainability of the Preschool and fair treatment of staff. There is no discount for siblings.

Ad-hoc sessions can be booked where there is excess capacity, based on the number of staff:child ratios for booked sessions and this differs every day. The sessions will then be filled on a first come, first served basis and a minimum of one week's notice will be required to ensure the correct staff:child ratios can be maintained and the charges uploaded onto our on-line payment system. The ad-hoc sessions will be charged at the usual session price (unless they are funded by the Funded Early Education and Childcare for 2, 3 and 4 year olds). Otherwise a charge for the extra sessions will be put onto our on-line payment system.

### **Holidays/Sickness**

As the Preschool is only open in term times, Preschool children will be expected to attend throughout the term – fees are always payable whether the child attends or not.

Please contact the School Office if your child is ill or absent. If you have booked a holiday, please complete an absence request form and return to either the school office or a Preschool member of staff

### **Charges**

The charge for lunchtime is to provide supervision only. Please remember that, if staying for lunch, your child either needs to be provided with a packed lunch (clearly named) that contains no nuts or nut products, or an order for a cooked lunch will need to be placed online via Parent Pay.

### **Snacks**

We will be offering fruit for snacks, so the children will have the chance to sit down and develop their social skills by eating with their peers.

Children in Early Years are also eligible to apply for Pupil Premium funding which provides the school with additional funds to support children's learning and development. the criteria is detailed below.

### **Early Years Pupil Premium**

The early years pupil premium (EYPP) is additional funding available for investment in improving outcomes for children. It is used to improve the facilities, equipment and learning experiences to benefit the growth and development of your child.

All children aged 3 and 4 who meet the eligibility criteria will benefit from the funding. It will be paid to the early years provider on an hourly rate basis, linked to claimed funded hours for eligible children.

The annual value for a 15-hour place over a full year will be just over £300 or 53p per hour.

Your child may be eligible if they are 3 or 4 years old and receiving government-funded childcare entitlements in any Ofsted registered childcare provider and if you are in receipt of one or more of the benefits used to access eligibility for Free School Meals:

- Universal Credit
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income below £16,190)
- Working Tax Credit run-on – paid over 4 weeks after you stop qualifying for Working Tax Credit

You also qualify if you:

- have been looked after by the Local Authority for at least one day
- were adopted from care in the Local Authority
- have left care through Special Guardianship; and subject to a Child Arrangement order setting out with whom the child is to live (formerly known as Residence Orders) in Northamptonshire

### **How can I check if my child qualifies for the early year's pupil premium?**

If you think your child qualifies for the early years pupil premium, please speak to the Business Manager, who will submit your details with your permission, so they can put in a claim to find out if your child qualifies.

### **Payment of fees**

Cogenhoe Primary School will not refund any sessions missed due to illness, holiday or for emergency closures.

Fees can be paid on our on-line payment system.

Late Payment will attract an administration charge of £20, and a further £10 for each month that the fees remain outstanding. We do understand that there are occasions in which people run into genuine financial difficulty – in this case please contact the Headteacher immediately in writing and she will contact you to discuss this. Confidentiality will be assured.

Note: Payment of fees is the responsibility of the signatory on the application form, as would be any collection charges which may be incurred in the recovery of any outstanding monies.

### **Refund of fees**

There will be no refund for sessions missed due to illness, holiday, for emergency closures or any other absence. All sessions are staffed accordingly to the children's booked sessions and have to continue in this way whether a child can attend their booked sessions or not. Therefore, the fees need to be charged or Funded Early Education and Childcare claimed to ensure the sustainability of the Preschool and fair treatment of staff.

### **Late Collection Charge**

The school reserves the right to charge additional fees at 15 minute intervals, or to terminate a child's place, if there is persistent late collection.

## **Notice periods for session**

### **Increasing your child's sessions**

We would normally require 4 weeks' notice, in writing (email/letter), of your intention to increase your child's sessions at Preschool, however, we will do our best to accommodate this request as soon as possible and there may be occasions when this notice period can be waived.

### **Swapping your child's sessions**

In order to avoid disrupting the stability of the setting, the children and the staff:child ratios, temporary swapping of sessions within the setting cannot be accepted. If extra sessions are required (in addition to those booked), ad-hoc sessions will need to be booked. If you intend to swap your sessions on a long term basis, we require 4 weeks' notice, in writing (email/letter), however, we will do our best to accommodate this as soon as possible.

### **Reducing your child's sessions**

We require one month's written notice (email/letter) in advance, or one month's fees in lieu of notice, of your intention to reduce the number of sessions your child attends at Preschool.

### **Withdrawal from Preschool**

We require one month's written notice (email/letter) in advance, or one month's fees in lieu of notice of your intention to withdraw your child from Preschool.

### **Help with paying for your childcare**

Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for information about help paying for childcare included Funded Early Education and Childcare for 2, 3 and 4 year olds – Universal Entitlement (15 hours per week of free childcare) or Extended Entitlement (30 hours per week of free childcare), tax-free childcare, tax credits for childcare, universal credit for childcare, childcare vouchers and support while you study.

**Fee Increases** This will be reviewed on an annual basis.