



South Gosforth First School
'Roots to grow and wings to fly'

SOUTH GOSFORTH FIRST SCHOOL

Nursery Charging Policy

	Staff: To read and offer feedback To implement policy	Governors Approve	Accessibility Website Saved to teachers drive
Date	October 2026	October 2026	October 2026
Review Date	October 2027		

Members of staff responsible:

- **Mr Bradley-Adams (Head Teacher)**
- **Miss Blackburn (Deputy Head Teacher)**
- **Mrs Burnett (EYFS Lead)**

The Nursery Charging Policy is to inform prospective and current parent/carers and service users about Nursery charges at South Gosforth First School.

Our Nursery Offer

South Gosforth First School offer 15 hours of free nursery provision to children who are aged 3 on or before 31st August of the academic year they will join us (1st September -31st August); the year before they would join a Reception class. Please note that South Gosforth First School nursery is open term time only and is closed for teacher training days and bank holidays (these change each academic year).

There are 4 different options which families are able to access for their children:

Option 1 – Full Time Using 30 Hour Funding Entitlement (Actual time in school - 32.5 hours per week)

Monday to Friday: 8.40am – 3.10pm

Option 2 – Full Time Using 15 Hours Free Childcare and an Additional 15 Hours to be paid by Parent / Carer (Actual time in school – 32.5 hours per week)

Monday to Friday: 8.40am – 3.10pm

Option 3 – Part Time Using 15 Hours Free Childcare (Actual time in school – 16.5 hours per week)

Monday and Tuesday (8.40am – 3.10pm), Wednesday morning (8.40am – 12.10pm)

Option 4 – Part Time Using 15 Hours Free Childcare (Actual time in school – 16.5 hours per week)

Wednesday afternoon (12.00pm – 3.10pm) Thursday and Friday (8.40am – 3.10pm)

Government Funding

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. Please note that this funding is not intended to cover the cost of meals, consumables, additional hours or an additional services provided (eg, school trips etc).

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services or consumables.

15 Hours Free Funded Places

All children are entitled to a free funded place for 15 hours a week for the year prior to starting Reception class.

Funded sessions are offered as Option 2, Option 2 or Option 3 (See above)

In applying for and accepting a nursery place at South Gosforth First School families are entering an agreement to use their initial 15 free hours with SGFS for the entire academic year.

The entitlement place is offered free. Parents will not be charged a “top up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

30 Hours Funding Entitlement

Children whose parents are eligible for the 30 hours funding entitlement are offered further funded sessions. These are offered as Option 1 (see above)

For those families who are eligible for the 30-hour code: In applying for and accepting a nursery place at South Gosforth First School for 30 hours, they are entering an agreement to use their initial 15 free hours and the additional 15 funded hours with South Gosforth First School for the entire academic year.

To access 30-hour funding, parents / carers are required to obtain a valid code. If parents do not obtain a valid code, any sessions over 15 hours will be charged for. To check entitlement and to obtain a code please visit: [Get Tax-Free Childcare: step by step - GOV.UK](#)

The eligibility code must be provided every 3 months by the parent in order for this entitlement to continue. It is the responsibility of HMRC to notify parents that they are required to re-apply for eligibility and the parent's responsibility to notify the Nursery of the new code.

On joining South Gosforth First School, families who have a 30 hour code must agree to confirm their 30-hour code by the deadline requested by Newcastle City Council and understand that they may either lose their child's additional 15-hour place or be charged the cost of the nursery place if this is not completed.

Unfunded Childcare

Children who receive the universal 15 hours funding but are not eligible for the 30 hours funding entitlement, can request Option 2 (see above) and be invoiced for the remaining hours (Actual 16.5 hours hours).

The charge per week is £80 (£16 per half day session). This is invoiced 1 month in advance of each half term and must be paid prior to your child attending.

Deposits or Registration Fees

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

Unavoidable school closures

Nursery is closed for the main school holidays and training days each academic year. Should the Nursery be closed for reasons beyond our control, such as adverse weather conditions, you will still be charged for unfunded sessions as the Nursery will still need to cover staffing costs.

Nursery Lunches

Nursery children at South Gosforth First School are asked to bring in a healthy packed lunch from home.

Snacks

Nursery children receive a free funded portion of fruit and a free funded portion of milk every day.

Experiences: Visits and Visitors

Nursery may run a small number of additional experiences throughout the year. Charges for additional services such as experiences in nursery including visitors and workshops, and visits to external sites will be shared with families as they arise.

All payments for experiences should be made through our online payment system - [Parent Pay](#). No invoice will be raised for these contributions.

Unfortunately, if the costs of experiences are not covered by parental contributions, then school reserves the right to cancel these.

Intimate Care Consumables

Nappies, wipes, cream and nappy bags must be provided by the parent/carer. Children with ongoing intimate care needs must have these supplied ready for the week ahead as a minimum.

Where these are not readily provided for the child by the family, families will be requested to attend the school during the day to bring the consumables needed for their child that day. School reserves the right to apply charges to families where they consistently fail to provide the consumables needed for their child.

General Consumable Donation

Each child will be charged £5 per term towards general consumables. The consumable charge contributes towards baking ingredients, playdough, parties, forest school activities and special provision enhancements. All payments for general consumables should be made through our online payment system - [Parent Pay](#). No invoice will be raised for these donations.

Additional Funding Income

We aim to identify all children that may attract any additional funding such as Early Years Pupil Premium (EYPP), Disability Access Fund (DAF), Special Educational Needs and Disability (SEND) Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve outcomes for our children.

Early Years Pupil Premium (EYPP)

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

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 eligible pupils' learning and development.

Disability Access Fund

If your child receives Disability Living Allowance (DLA), Nursery may be eligible to receive Disability Access funding. Parents need to visit the school office to share their DLA number for our Nursery to claim this funding.

Review of Fees

Our fees are reviewed at least annually and at other times should circumstances make this necessary. 6 weeks notice will be given of any increase in fees

Payment Terms

Families paying for unfunded hours will be issued an invoice at the start of Autumn Term 1 and then at the end of each half term in anticipation of the next half term thereafter.

The invoice will be itemised to provide clear and transparent information concerning the charges for the unfunded hours.

The payment term is within two weeks of issue date. If families fail to pay their fees within this timeframe, it can result in your child losing their place at our nursery.

If any of our families are experiencing issues relating to finances, please contact the Early Years Leader, Head Teacher or School Finance Officer and we will do our best to help. All financial issues will be treated in strictest confidence.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place.

We are unable to issue refunds when a child is absent due to family holiday/illness, as staff have to be paid, regardless of the number of children present

Failure To Pay Childcare Fees

In the event of non-payment, reminders will firstly be issued by speaking to the parents / carers or informing them by email. This will be followed up in writing.

Failure to contact South Gosforth First School regarding unpaid fees will result in further action being taken.

South Gosforth First School reserves the right to withdraw your child's place, and proceedings will begin to enable the collection of debt. South Gosforth First School reserves the right to appoint a debt collection agency or to pursue the debt through a small claims court. Any legal fees incurred by South Gosforth First School during this process could also be added to the total outstanding.

Late Payment Fees

Where payments are not made on time, a late payment charge will be applied. This will be £10 per instance of late payment to cover additional administration fees.

In cases where payment is late without prior agreement, your child's place will be suspended for chargeable sessions, until payment is made. Your child will still be able to attend any funded sessions that they are entitled to.

Late Collection

It is very important that children are picked up on time, as nursery staff do not have any capacity to look after children after the session has ended. Where parents are repeatedly late picking a child up, we reserve the right to charge for the extra time.

If parents / carers are more than 15 minutes (on 1 occasion) or on more than 2 occasions regardless of how late, then a payment item will be raised via ParentPay as per the charges set out below and should be paid within 7 days, unless exceptional circumstances are agreed by the Head Teacher:

Our fees are as follows:

Charges for Late Collection
Up to 10 minutes late - £25
10-20 minutes late - £35
20-30 minutes late - £45
Over 30 minutes late - £55 and will continue to increase by £10 every 10 minutes

All fees will be charged unless specific arrangements have been agreed and whilst a child contract remains in place.

Cancellation Policy - Illness and termination

Once you have booked any additional paid for sessions, you are obliged to pay, even if your child does not attend for any reason including illness and holidays.

Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to admin@sgfs.uk

Any funding entitlement claimed beyond the notice period is transferable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which form part of your childcare contract.

Where withdrawal of provision has occurred due to failure to pay fees, the Head Teacher reserves the right to refuse future reinstatement of additional sessions in the nursery. In addition, reinstatement of this additional provision will not take place until:

1. Full payment of arrears of nursery fees has been made.
2. A minimum of four weeks' fees has been paid in advance.
3. The parent has met with the School Business Manager to discuss and agree a future payment schedule.

Monitoring and Review

This policy will be reviewed by the Resources & Finance Committee annually.