



Thorpepark Academy

Early Years Charging Policy



1	Summary	Early Years Charging Policy			
2	Responsible person	Caroline Knight			
3	Accountable SLT member	Britta Dickinson-Fry			
4	Applies to	<input checked="" type="checkbox"/> All staff <input checked="" type="checkbox"/> Support staff <input checked="" type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Caroline Knight and Britta Dickinson-Fry			
6	Who has been consulted and recommended policy for approval	Governors			
7	Approved by and date	Governors September 2022			
8	Version number	5			
9	Available on	Every	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Trust website <input type="checkbox"/> Y <input type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input type="checkbox"/> Y <input type="checkbox"/> N	
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input checked="" type="checkbox"/> Support staff <input checked="" type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2022			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input type="checkbox"/> N			



Charging Policy

Children who are eligible for the Early Years funding will be entitled to 15 hours a week free of charge. These children will take priority for places in our setting, however if the pre-nursery has vacancies sessions will be available for an additional fee.

Payment agreement for sessions

1. Fees must be paid weekly or monthly in advance. Payments must be in cash.
2. Fees are charged at the rate of £13.50 per am or pm session or £4.50 per hour. It is a requirement that a child attends a minimum of 3 sessions a week (£13.50 x 3 sessions=£40.50).
3. Sessions must be pre-booked for each term and will be reviewed, subject to availability.
4. If you fall behind with your fees, you will be given a reminder. If you expect or are having difficulty with paying fees, please talk to the School Business Manager.
5. If fees are not paid for **two weeks**, your child will lose their sessions.
6. A month's written notice is required for withdrawal of your child from our pre-nursery.
7. Parents and carers will be asked to sign a contract for paid sessions and will be made aware that this agreement is subject to change in whole or part by Thorpepark Academy.
8. Parents and Carers are required to pay for cancelled sessions due to illness/other reason at the normal weekly rate. This is due to the sessions being reserved and staff being allocated.
9. Dinners are charged at £1.50 per meal, per day. This will only apply if your child stays for a full day.