



## **Early Years Funding/Charging Policy – Free 15 hour Entitlement**

In line with the Newcastle City Council Early Education Provision for 3 and 4 years olds Agreement the School will ensure the following:

1. Compliance with the Early Education and Childcare Statutory Guidance for Local Authorities (2025) and Early Years Entitlements: Local Authority Funding Operational Guide.
2. Deliver free entitlement to eligible children in accordance with Newcastle City Council guidelines.
3. Obtain information required by the council and or the Department of Education in order to establish that each child claiming any free entitlement is eligible to receive it.
4. Follow the national framework for the delivery of the free entitlement and the local variations applicable to the local agreement.
5. Government funding is intended to cover the cost to deliver **15 hour a week** of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.
6. Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority. Charges for additional services such as trips will be agreed in advance with families. School does make reasonable charges for visits/trips and Lunch. There are no charges for consumables (wipes) or milk/snacks.
7. The free entitlements will be delivered consistently so that all children will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.
8. The entitlement 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.
9. Invoices are produced termly and are set out clearly to show funding accessed. additional services or additional provision purchased above the free 15 hours.
10. The following additional charges will be applied:
  - **Deposit** – A refundable deposit of £250 will be charged to secure a place at this setting only if the intention is for a child to purchase additional chargeable hours (above the free 15 hours) or with the intention of entering the main school after attending the Nursery.

- **Registration Fee** – A registration fee of £50 is charged only if the intention is for a child to purchase additional chargeable hours (above the free 15 hours) or with the intention of entering the main school after attending the Nursery.
- **Hours** – Additional hours must be taken as a whole session and are charged at the hourly rate of £17.89.
- **Lunch** - Lunches are chargeable where taken and charged at £6.92 per day (Milk and snacks are not chargeable.)
- **Consumables** – Wipes are provided free of charge, parents must provide nappies if required.
- **Late Collection Fee** – for those children attending the morning only sessions-without lunch. £10 per 15 minutes.
- **Extended Late Room Fee** - Available to all pupils from 5.00pm until 5:30pm in the Library. £5 per session.

11. The Parent/Carer Form issued by the Council will be completed by every parent/carers attending the setting and claiming the free entitlement each term.
12. All records relating to the funding will be kept for at least 7 years to include attendance records, all paperwork relating to claiming funding as required in the Provider Agreement (see also the school's policy on Privacy and the Protection of data).
13. All claims and paperwork required by the Council will be completed and returned within the required deadlines.
14. The School will not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in age, race, gender, religion, disability, sexual orientation or otherwise).
15. Compliance with the Health & Safety Act 1974.
16. Compliance with Safeguarding Vulnerable Groups Act 2006.
17. Compliance with the General Data Protection Regulations 2018.
18. Maintain adequate and suitable insurance cover.
19. Work with the Council and its agents to improve outcome for children in early years developing a good working relationship taking onboard help and advice given.
20. Maintain the correct registrations applicable to an Independent School & Nursery.
21. Employment of suitably qualified staff and provide adequate training.
22. Operation and maintenance of various policies as laid out in the Provider Agreement.
23. Provision for children with SEN or disability.