

# Charging Policy

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| <b>Document title:</b>    | Charging Policy |
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## Revision Log (last 6 changes)

| <b>Date</b> | <b>Version No</b> | <b>Brief detail of change</b>                 |
|-------------|-------------------|---|
| 6/9/25      |                   | After School Provision charging policy added. |
| 18/12/25    |                   | Charging policy updated for wraparound care   |
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## Nursery

### Fees Structure

At our nursery we believe in open communication with all parents/carers and staff. Therefore this fees structure will assist everyone to understand our charging.

Opening times: We operate for 38 weeks per year following Leigh Academy Dartford's term dates.

We are open Monday to Friday from 8:30am to 2:30pm term time only.

Pricing: Fees are payable termly in advance and are reviewed annually in the month of April. Any changes to current rates will be advised in writing, at least one term in advance. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities. **Payment is non-refundable.**

All morning sessions, 8:30am to 11:30am, are covered by government funding of 15-hours or 30-hours.

Additional afternoon sessions only can be purchased to make up to a full 30 hours of attendance in a week. Parents/ carers cannot select only odd days or part of a week - they must pay for the full amount so that the child is attending for the full 30 hours in a week.

|   |        |
|---|--------|
| Afternoon Session 11:30am to 2:30pm       | £21.00 |
| Hourly rate for additional hours accessed | £7.00  |

*Illness/absence:* No refund will be given in the event of a child's absence due to illness, holiday or any other reason. **Payment is non-refundable.**

*Closures:* Should the nursery be unable to open due to bad weather or any other unforeseen circumstances, parents/carers will not be refunded for a chargeable session or have it discounted from their next invoice.

*Late pick up:* Children must be collected promptly at the end of a session/day. Should a parent/carer fail to collect their child within 10 minutes of the session/day end, a late collection fee of £10.00 will be charged, and a further £10.00 per every ten minutes thereafter.

*Late payments:* Fees are to be paid within 10 working days of the invoice date. If without negotiation fees are not settled, we are left with no alternative but to withdraw your child's place. Children in receipt of Free Early Education will be able to access their funded hours only.

Payment methods: Invoices must be settled via the payment link that will be sent to you through My Child at School (MCAS).

### Free Early Education and Childcare for Two, Three and Four Year Olds

Free Early Education: The Department for Education states that children must not attend a funded session for longer than 10 hours a day and access no more than two sites a day and no more than 4 providers in any one week. No session is to start before 6:00am or finish after 8:00pm.

Leigh Academy Dartford does not share funding with any other provider. Your child will need to attend our provision for their full 15 hour or 30 hour allocation.

Three and four year olds (The Universal Entitlement): All children become eligible for up to 15 hours Free Early Education the term after their third birthday.

Three and four year olds of working parents (The Extended Entitlement): Some children may qualify for up to an additional 15 hours Free Early Education which is subject to meeting certain eligibility criteria. For more information, please speak to the infant site office team.

Children can attend our nursery for their pre-school year. This will begin in the September after their third birthday and will end on August 31st of the following year.

Children accessing sessions outside of their Free Early Education will be charged at our current rates as shown in the table on page 2.

### Key Information to Note

Our nursery is fully funded by your 30 hours of funding: this means we will need all 38 weeks of your child's funding. If you plan to put your child in another childcare provision during late July and August, you may not have the full 38 weeks of funding available to cover their time at our nursery. If we are notified of this by Kent County Council, you will have to pay for the hours that are not covered at a rate of £7.00 per hour.

It is your responsibility to ensure that your 30-hours code is fully validated and up-to-date. If you do not, your child will lose their place in our nursery or you will have to pay for the missing funding at a rate of £7.00 per hour.

If you decide to take your child out of our nursery, we will need one long term's notice.

*Please note:* Failure to pay fees on time, will result in a child's nursery place being withdrawn.

## Reception, KS1 and KS2

### Late pick up

Children must be collected promptly at the end of the day. Should a parent fail to collect their child within 10 minutes of the day's end on more than three occasions, a late collection fee of £10.00 will be charged, and a further £10.00 per every ten minutes thereafter.

Process:

1. Duty staff will log on Bromcom the time of the late collection.
2. Once three late collections have been logged, Anna Reid will be informed.
3. Anna Reid will notify the parent/carer, in writing, that any further late collections will be charged for in line with this policy.
4. The academy office will inform the finance team if a further late collection takes place and that a charge needs to be issued.
5. Finance will issue a link to the parent.

### Damage to Academy Property

If a pupil has deliberately damaged any type of academy property, including but not limited to school resources or the environment, the parent/carer will be expected to cover the cost of repair or replacement.

Process:

1. A member of SLT will be informed of the damage caused.
2. The cost of the damage caused will be totalled.
3. The Principal will be informed of the total cost to be covered and agree on a payment link be issued to the parent/ carer.
4. Finance will be asked to issue the payment link to the parent/ carer.

### Wraparound care (including Breakfast Club, After School Clubs and After School Provision):

*Illness/absence:* No refund will be given in the event of a child's absence due to illness, holiday or any other reason. **Payment is non-refundable.**

*Closures:* Should the academy be unable to open due to bad weather or any other unforeseen circumstances, parents/carers will not be refunded.

### **Late Collection Policy:**

To ensure the smooth running of our wraparound care and the well-being of our staff, we have a strict late collection policy:

Should a parent/carer fail to collect their child by 18:05, parents will be charged £5 for every 5 minutes late and this will be rounded up.

For example,

| Time collected | Charge |
|----------------|--------|
| 18:06 -18:10   | £5     |
| 18:11-18:14    | £10    |
| 18:15-18:20    | £15    |
| 18:21-18:24    | £20    |
| 18:25-18:30    | £25    |

We strongly advise all parents to have an emergency collection procedure - someone who is able to walk to collect their child- if they are going to be late for pick-up to avoid charges occurring.

#### Process

1. Duty staff will log the time of the late collection on Bromcom.
2. Mrs Range will notify the parent/carer, in writing, that they will be charged for their late collection in line with this policy.
3. The academy office will inform the finance team to issue a charge to the parent
4. Finance will then issue a payment link to the parent/carer.

After three charges, any further late collections will result in your child no longer being able to use any of our wraparound provisions.