



St. James' Blackburn
CE Primary School

Vision Statement

Guided by our Christian Values, we endeavour to inspire, cherish and serve our school community. We strive to be exceptional in all we do. We will nurture a love of all God's children. We seek to build respect for all faiths and beliefs.

'Serve one another in love' (Galatians 5.13)

Mission Statement

Together we value, inspire and develop each other within a happy, safe community based on Christian values and respect for other faiths.

'Show respect to everyone'

(Peter 1 2.17)

LOVE

'Serve one another in love'

(Galatians 5.13)

RESPECT

'Show respect to everyone'

(Peter 1 2.17)

COURAGE

'Be strong and courageous; do not be frightened or dismayed, for the Lord your God is with you wherever you go.'

(Joshua 1.9)

Nursery Charging Policy

Date Agreed by Governors: 21/12/2023

Review Date: 01/12/2024

Nursery Childcare is available 8:00am to 5:00pm (charges apply and subject to demand). The nursery is open term time only, following the school holiday pattern and is closed for teacher training days.

Free Funded places

Children are entitled to a free Government funded place for 15 hours per week from the term after their third birthday. These funded sessions are available Monday to Friday from 8:30am - 11:30am or 12:10pm – 3:10pm. Where there is a waiting list, children will be admitted based on date of birth order.

Free 30 hour funded places

The Government provides free 30 hour placements for families where both parents work and earn a minimum amount (criteria apply). To access this funding you need to apply **before each term starts** and you need to obtain a tax code from HMRC. Please enquire with the school office if you wish to access the 30 hour free entitlement. If your child stays across lunchtime you will need to either purchase a school meal or provide a packed lunch. If your child has started nursery and you have not received a code in advance or have registered elsewhere, the normal charges will apply until funding can be accessed for the following term.

The entitlement is offered free (15 hours and 30 hours where applicable). Government funding does not cover the cost of meals, consumables, additional hours or services. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority (Government) and the current hourly rate.

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, meals or consumables.

Parents can see the eligibility criteria and funding available:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

<https://www.childcarechoices.gov.uk/>

<https://www.gov.uk/childcare-calculator>

The three cut-off dates for the end of a school term are:

31st August - for birthdays from 1st April to 31st August, funding begins in September.

31st December – for birthdays from 1st September to 31st December, funding begins in January.

31st March – for birthdays from 1st January to 31st March, funding begins in April.

Admission to Nursery

The Admission procedure is available upon request from the school office and via email: office@stjames.blackburn.sch.uk

Early Education is offered to families for 38 weeks of the year. The funded hours can be claimed (to the maximum the family is eligible for, subject to availability)

Starting nursery before funding is available

Your child may start nursery before he or she is entitled to Government funding, this will be charged at the nursery rates. If places become limited, priority will be given to children eligible for funding.

Unfunded childcare hours - times and prices

Session	Times	Charge per session
Breakfast club	8:00am – 8:30am	£2.00 including breakfast
Morning session	8:30am – 11:30am	£13.00
Lunchtime	11:30am-12:10pm	Cost of main school meals (lunch included)
Afternoon session	12:10pm – 3:10pm	£13.00
After school	3:10pm – 5:00pm	£8.00

Additional hours are sessions in Nursery over and above each child’s free entitlement of 15 hours per week. Space permitting, parents have the opportunity to purchase additional sessions before and after these sessions. Additional hours must be paid for in advance and is non-refundable. Additional sessions must be agreed in advance by the school and paid no later than the first day of attendance.

Additional costs

Occasionally, we may ask for a voluntary contribution towards trips or external provider events. These requests are in line with the school charging policy.

Notice of increase in fees

Charges for sessions will be reviewed annually by the school’s Governing Body. If we need to increase prices, we will give one term notice.

Trial sessions

Should you wish to book for your child to have a trial session, please request at the office. The first nursery session is free but any further trial sessions you may wish to take will be chargeable if your child is not yet eligible for funding.

Booking

Please apply for a place by contacting the school office on 01254 698335. Once you have completed and returned the nursery application form you will be contacted to arrange a visit. You will then be provided with an early year’s agreement form to complete and return after which we will provide

your child's start date. The agreement form confirms your child's attendance for the following term, places must be booked in advance to ensure adequate staffing levels.

Payment terms

Payment must be made by the first day of the term and must be paid for the full term. Parents may request an app/text/email detailing the costs for the term. Receipts will be issued for all cash and cheque payments.

Cancellation policy/illness

Once you have booked a paid place, you are obliged to pay, even if your child is late or collected early, or does not attend for any reason, including illness and holidays.

Unavoidable closure of school

The school policy and procedures apply. Nursery is closed for the main school holidays and training days and there is no charge on these days. Should school be closed for reasons beyond our control, you will not be charged for the sessions affected. St. James' are unable to offer any refunds or compensation for closure or suspension of provision of activities as a result of third-party action such as fire, flood, inclement weather or other causes beyond reasonable control of the nursery.

Notice period

We hope that you will not need to leave our nursery, but we require notice in writing if your child will no longer be attending. We ask that parents give as much notice as possible, with the minimum being three full weeks. Any payment that has been made for a place within your full three-week notice will not be refunded and further payment will be required to complete your commitment to the end of the three-week period. If you want to reduce and increase the amount of sessions your child attends nursery you must give written notice, changes will apply from the following term. You will remain liable for fees throughout the notice period.

Late payment fees/debt collection policy

In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery.

Late collection of children policy

If you are unexpectedly late to collect your child, please inform the school by telephone immediately. If you are regularly late there will be additional charges (even if you are only accessing the funded hours) and your place may be withdrawn if there is a waiting list.

Additional Funding

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to

support and improve their outcomes. This additional funding is used for additional support to meet needs and is not contributory to session costs.

Complaints Policy

Our Complaints Policy is available via our school website and upon request from the school office. Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this policy and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Chair of Governors.

We reserve the right to alter our terms and conditions and policies at any time. Written notification of all revised terms and conditions will be given.