

Runnymede St Edward's Catholic Primary School

Pre-School Charging Policy



Date written: May 2025 updated November 2025

Date Agreed by Governors: May 2025 updated November 2025

Date to review: September 2026

The Governing Body is responsible for ensuring that procedures are in place for the charging policy for the Pre-school.

Pre-school Offer

Our Pre-school offer is for children aged 3 and above based on the England Government Funding offer. Children are eligible for our Pre-school Funding from the term **after** their 3rd Birthday.

We offer 58 places on a 30 hour full time basis. Pre-school hours are Monday to Friday 8:30am to 3:00pm with a 30 minute lunch break. The 30 minute lunch break is funded through our School Budget.

Pre-school is open during term time only. Term dates can be found on our website.

Funding of Hours

Places are funded through the 30 hour funded childcare offer. For Parents/Carers who are not eligible for the 30-hour offer there is an option to pay for the additional 15 hours. If a Parent/Carer wishes to self-fund the 15 hours, the hourly rate is charged at the same rate as the funding provided by Liverpool City Council.

Parents/Carers do have the option to place their children at the Pre-school from their child's 3rd Birthday on a self funding basis prior to their child's Government funding being implemented. This would be charged at 30 hours per week based on the Government's hourly funding rate.

It is the responsibility of Parents/Carers to ensure that the 30 hour code remains current, however school will endeavor to remind Parents/Carers to update their code. If a code becomes invalid the Parent/Carer will be responsible for the payment of the fees.

Fees should be paid either via Arbor or through childcare vouchers. Invoices will be added to Arbor at the start of each term and will reflect the payment week that the invoice relates to. Fees must be paid on a weekly basis. Failure to make payment of fees within one week of payment being due will result in the child's place being withdrawn.

Parents/Carers should provide a terms notice to withdraw a child from Pre-school.

Uniform

Our Pre-school Uniform is plain navy jogging bottoms, a white non branded polo shirt, and a Runnymede purple jumper. The jumper is a compulsory item of uniform and is branded with the school logo.

The jumper can be purchased at a cost of £13 each from school. Jogging bottoms can also be purchased from school at the cost of £13 each. Both items can be purchased through School Shop on the Arbor App.

The polo shirt and jogging bottoms can be purchased from any retailer of choice. Black school shoes are required with a Velcro strap if possible.

School Lunch

All children will be provided with a school lunch at the cost of £2.75 per day which will be invoiced through the Meals section in the Arbor App. All children will be required to partake in a school lunch for the safety of the children with allergies.

Invoices will be added to the Arbor App each afternoon, and fees should be paid on a weekly basis.

Breakfast Club and Aftercare

Breakfast Club places are booked on a termly basis via the booking form sent out by the School Business Manager. Breakfast Club runs from 7:45am until class start time at a cost of £4 per day.

Aftercare places are booked on a termly basis via the booking form sent out by the School Business Manager. Aftercare runs from class end time until 6:00pm at a cost of £8 per day.

Bookings will not be accepted if there is any debt outstanding on the child's account. Children will not be admitted to the clubs without a valid booking as we staff our clubs according to confirmed bookings.

Booking Terms and Conditions

1. Zero debt for Fees/Meals and Breakfast Club/Aftercare prior to booking.
2. Agreement to pay the balance of this booking by the end of the first month of the term or the place will be withdrawn and offered to children on the waiting list.
3. Fees should be paid either via Arbor, childcare vouchers or bank transfer.
4. Non payment of fees will result in the loss of the place.
5. Booked places are charged places. If the child is absent from school (including illness) no refunds will be made as our running costs remain the same, and therefore all charges must remain the same as school do not have the funds to cover this non statutory curriculum

expenditure. This also includes closure of the facility due to weather conditions or incidents beyond our control.

6. Parents/Carers must provide 6 weeks notice for any changes to the booking.

Children will not be provided with a Wraparound Care unless it is paid for by the end of the first month of the term, except for those with a payment plan approved by the School Business Manager in line with monthly childcare voucher payments.

Invoices will be issued on the Arbor App prior to the start of each term in line with individual booking requirements.

Activities

During the school day all activities that are planned as part of the Early Years Foundation Stage curriculum will be provided free of charge. This includes any materials or equipment to support learning and development.

Trips undertaken will be charged at cost by calculating the total cost for the trip divided by the number of children attending the trip.

Review and Approval

This policy will be formally approved and minuted by the Full Governing Body on an annual basis and be made available on the school's website.

Date of Review	
Signed by Chair of Governors	
Signed by Head Teacher	
Next Review Date	