Calcot Nursery Charging and Remissions Policy

Document Control

Adopted / Adopted and Schools Own Adapted / Schools own:	
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Responsible committee: **Finance, Health, Safety and Premises**	
Statutory: **Yes**	
Required on website: **Yes**	
Ratified by committee: **Oct 2026**	
Review due: **Oct 2027**	

Change History

Version	Date	Amendment or No Change
1	2025 October	Amended
2	2026 March	Amended
3	2026 September	Amended to reflect the Working parent Entitlement and West Berkshire Early Years Provider Agreement 2026-27

Website History

Version	Date on website
3	2026 September

1. **Place Offers and Bookings**

Calcot Nursery offers places consisting of funded entitlement hours, privately paid hours, or a combination of funded and privately paid hours.

Children who meet the relevant eligibility requirements may access their funded entitlement hours free of charge. Additional hours outside a child's verified funded entitlement, and sessions for children without a funded entitlement, are charged at the rates approved by the Governing Body and published in Appendix A.

Access to funded entitlement hours is not conditional upon a parent/carer purchasing additional hours, meals, consumables or optional services.

Please refer to our admissions policy for more information regarding place allocations.

Please see Appendix A for a list of relevant charges that will apply. If the Nursery is unable to provide a chargeable session because of an exceptional closure, the fee for that session will be refunded or credited in full.

All closures affecting funded entitlement hours will be notified promptly to West Berkshire Early Years Service. Unexpected short-term closures outside the Nursery's control may continue to be funded for up to one week, subject to West Berkshire Council's consideration of the individual circumstances.

Where a planned staff-training closure affects funded entitlement hours, the Nursery will offer the affected hours at an alternative time. There is no obligation to offer replacement funded hours for a public-holiday closure.

Acceptance of a place and booked attendance pattern
A registration of interest does not create a booking or guarantee a place, hours or particular sessions.

When a place becomes available, the Nursery will issue a written offer setting out:

- the agreed attendance pattern;
- the funded hours that the parent/carer intends to claim, subject to verification of eligibility;
- any additional chargeable hours or services;
- the applicable fees; and
- the date by which the offer must be accepted.

The place and attendance pattern will be reserved when the parent/carer returns the signed acceptance and completes the required funding and payment documentation. By accepting the offer, the parent/carer agrees to the Nursery's terms and conditions, including the notice and payment provisions in this policy.

The offer will make clear which elements remain subject to funding verification. A funded place will not be confirmed until the required eligibility evidence has been checked in accordance with section 2.2.

2 Fees and Funded Entitlements

Our rates are based on the academic year (1 September to 31 August) and are term time only. The term time only rate is based on 38 weeks in 3 terms.

The Nursery accepts payments through supported childcare voucher schemes and HMRC Tax-Free Childcare. Parents/carers should contact the school office to confirm the payment arrangements available.

Government-funded early education entitlements are paid directly to the Nursery through West Berkshire Council. Funded entitlement hours are provided free of charge to parents/carers.

3 Funded Entitlement types

Early Learning for eligible two-year-olds

Eligible two-year-olds may receive 15 funded hours per week for 38 weeks of the year from the relevant term after their second birthday. Eligibility depends on the child's or family's circumstances.

A parent/carer must obtain a West Berkshire eligibility reference number. The reference number must be checked before the Nursery offers a place funded through this entitlement.

Current eligibility information and application arrangements are available through West Berkshire Council.

Universal Entitlement for three- and four-year-olds

All three- and four-year-olds are entitled to 15 funded hours per week for 38 weeks of the year from the relevant term after their third birthday:

- children born between 1 April and 31 August become eligible from the following autumn funding period;
- children born between 1 September and 31 December become eligible from the following spring funding period; and
- children born between 1 January and 31 March become eligible from the following summer funding period.

The universal entitlement continues until either the child takes up a full-time place in a state-funded reception class, or an independent reception class funded by the local authority, or reaches compulsory school age, whichever occurs first.

Working Parent Entitlement – up to 30 hours

Eligible working parents may receive up to 30 funded hours per week for 38 weeks of the year for children from the relevant term after the age and eligibility requirements have been met.

As Calcot Nursery admits children from the term after their second birthday, this entitlement may apply to eligible two-, three- and four-year-olds attending the Nursery.

Eligibility is determined by HMRC. Parents/carers must apply through the government childcare service, obtain an eligibility code and provide the information required for the Nursery to validate the code through the West Berkshire Early Years Portal.

The eligibility code must be validated before a Working Parent Entitlement place is offered. Parents/carers remain responsible for reconfirming their eligibility when required.

Children eligible under more than one funding route

Where a two-year-old qualifies for both Early Learning funding and the Working Parent Entitlement, the first 15 hours will be claimed under the Early Learning entitlement. Up to a further 15 hours may be claimed under the Working Parent Entitlement, giving a maximum of 30 hours per week over 38 weeks.

Sharing funded hours with another provider

Funded hours may be shared between Calcot Nursery and another eligible provider. Parents/carers must tell the Nursery:

- the name of every other provider attended by the child;
- the hours attended at each provider; and
- the number of funded hours they wish each provider to claim.

The Nursery will work with the parent/carer and the other provider to confirm the allocation of hours and avoid duplicate claims.

The attendance patterns available at Calcot are subject to the Nursery's session arrangements and availability.

Eligibility checks and Parent Declaration

An indication that a parent/carer expects to receive funding is not confirmation of eligibility. Hours will only be treated as funded once the relevant eligibility reference or code has been validated and the required Parent Declaration has been completed.

Parents/carers must provide the required information by the deadline stated in the offer.

For a child to begin a Working Parent Entitlement place in the following funding period, the eligibility code must normally be valid on:

- 31 August for the autumn funding period;
- 31 December for the spring funding period; or
- 31 March for the summer funding period.

The Nursery may set an earlier administrative deadline to allow sufficient time to validate the code and resolve any queries before the statutory deadline.

If eligibility has not been verified by that date, the Nursery will contact the parent/carer to agree whether:

- the child will attend only the hours covered by another verified entitlement;

- the parent/carer will enter into a written agreement to pay for the remaining sessions; or
- the unverified sessions will not be reserved.

A child will not begin unverified additional hours on the assumption that funding will subsequently be obtained.

Evidence and eligibility checks

Before a child takes up a funded place, the Nursery will check the original documentation required to confirm the child's identity, date of birth and, where applicable, eligibility for the relevant funded entitlement.

The Nursery will retain a secure paper or digital record of the checks and any documentation required for funding, audit or fraud-prevention purposes. Records will be retained and securely deleted in accordance with the school's data-retention arrangements and Privacy Notice.

Parent Declaration

Before a child first takes up a funded place, the parent/carer and the Nursery must complete and sign the West Berkshire Parent Declaration and the Calcot Nursery Attendance and Charges Schedule. The documents together record the child's agreed attendance pattern, funding allocation, privately paid hours and arrangements for optional extras.

The declaration will record:

- the agreed attendance days and times;
- the number and type of funded hours claimed at Calcot;
- any funded entitlement shared with another provider;
- any additional privately paid hours and the applicable fees; and
- the arrangements for recording any optional meals, consumables or services subsequently selected by the parent/carer.

The parent/carer must provide written consent for the Nursery and West Berkshire Council to validate the eligibility code and receive subsequent information about its status.

The Parent Declaration will be reviewed at the start of each funding period. A revised declaration must be completed where the funded hours, regular attendance pattern, funding allocation or arrangements with another provider change, or where West Berkshire Council otherwise requires an updated declaration.

A new Parent Declaration is not required for individual meal bookings or occasional additional paid sessions. These will be evidenced through the relevant MCAS, booking and attendance records.

Where anticipated funding is not available

If funding cannot be verified before the child starts, the sessions will not be treated as funded. The parent/carer must agree in writing either to pay for the relevant sessions or to accept a revised attendance pattern before those sessions begin.

The Nursery will not permit a child to attend unverified additional hours unless the parent/carer has agreed in writing to pay for those hours. Where incorrect or incomplete information supplied by a parent/carer results in the Nursery being unable to claim funding for sessions already provided, any charge will be considered in accordance with the signed booking agreement, the circumstances of the case and applicable consumer law.

2.3 Session patterns and additional private hours

The Nursery provision is open 7.30am until 5.30pm during term time only. Funded entitlement hours are available to be used across all session timings. Our session times are:

- 7.30am - 5.30pm – Wraparound
- 8.30am – 4.00pm – Extended
- 9.00am – 3.00pm - Core

In addition to funded entitlement hours, we support parents by providing:

- optional hot cooked lunches, where available;
- optional breakfast during morning wraparound sessions;
- optional tea during afternoon wraparound sessions (after 4.30pm); and
- sessions for self-funded two-, three- and four-year-olds.

Subject to available places, suitable staffing, statutory staff-to-child ratios and room capacity, funded children may book Extended, Wraparound or additional sessions above their verified entitlement. These are privately paid hours and will be charged at the rates in Appendix A.

Payment and cancellation arrangements for privately paid sessions are set out in section 2.5. Requests to change a regular attendance pattern are dealt with under section 2.6.

2.4 Optional chargeable extras

Government-funded entitlement hours are provided free of charge. No parent/carer is required to purchase additional hours, meals, snacks, consumables, activities or other services as a condition of accessing funded entitlement hours.

The Nursery may offer optional chargeable extras, including breakfast, lunch, tea and optional activities. Current charges are published in Appendix A.

Optional extras are not agreed as a condition of accepting the funded place and are not purchased through the Parent Declaration. They may be selected separately by parents/carers on a rolling basis. A booking or payment through MCAS, or another written method specified by the Nursery, will constitute the parent/carer's agreement to purchase the particular optional extra. The relevant MCAS, meal-booking, invoice and attendance records will provide the record of the service selected and the associated charge.

Purchasing an optional extra is not a condition of accessing funded entitlement hours. Parents/carers may decline an optional extra without affecting their child's funded place or the quality of early education provided. Where an optional meal, snack or consumable relates to a period in which the child is accessing funded entitlement hours, the Nursery will explain the reasonable alternative arrangements available. This may include the parent /

carer providing a suitable packed meal, snack or consumable in accordance with the Nursery's food, nutrition and allergy requirements.

Where an optional activity is offered, participation will be a matter of parental choice. A child who does not participate will continue to receive suitable provision that meets the requirements of the Early Years Foundation Stage.

The Nursery will publish current information about:

- the funded entitlement places offered;
- the session patterns through which funded hours may be accessed;
- the cost of additional privately paid hours; and
- the cost of meals and other optional extras.

The Nursery will keep its website and West Berkshire Family Information Service entry accurate and up to date.

2.5 Payment, invoices and records

Regular privately paid sessions

Fees for regular privately paid sessions are payable half termly in advance on receipt of an invoice.

Privately paid sessions are charged as whole sessions at the rates published in Appendix A, even where a child attends for only part of the booked session. No refund or reduction will normally be made where a booked session is not used because of holiday, sickness or other absence.

Extended, Wraparound and other sessions that are not covered by the child's verified funded entitlement are privately paid sessions and must be paid for at the applicable published rate.

Ad hoc sessions

An ad hoc session is a one-off booking and does not form part of the child's regular attendance pattern. Ad hoc sessions are subject to availability, suitable staffing, statutory staff-to-child ratios and room capacity.

Once the Nursery has confirmed an ad hoc session, the charge will be added to MCAS and must be paid before the session takes place.

A confirmed ad hoc session may only be changed or cancelled with the Nursery's agreement. Requests must be received by the school office no later than 12 noon two Nursery working days before the booked session.

Where sufficient notice is given, the Nursery will offer a credit or an alternative session, subject to availability. Where cancellation is made after the deadline, or the child does not attend, the charge will remain payable and will not normally be refunded or credited because staffing and capacity have been reserved. The Headteacher may make an exception where there are exceptional circumstances.

If the Nursery cancels an ad hoc session, the payment will be refunded or credited in full.

Food payments

School meals are selected by parents/carers for the dates required and paid for through the MCAS dinner-money purse. Charges for breakfast and tea are paid for through the MCAS Wraparound Care purse and recorded against the relevant provision.

Food charges are separate from charges for privately paid nursery hours. Parents/carers who do not purchase food during funded entitlement hours may use the reasonable alternative arrangements described in section 2.4.

Invoices and payment records

Where an invoice is issued, it will clearly identify the child's funded entitlement hours as provided at no charge and will separately itemise any additional privately paid hours. Funded entitlement hours will be shown as £0.00 and will not be included in the amount payable.

Charges for ad hoc sessions, meals and other optional extras will be recorded separately through MCAS. MCAS booking and payment records will identify the relevant session, meal or optional service and, where applicable, the relevant date or period.

The Nursery's Parent Declarations, Attendance and Charges Schedules, invoices, MCAS records, meal-booking records, attendance records and funding claims will together provide a clear audit trail of funded and chargeable provision.

Parents/carers may contact the school office if they require clarification of a charge or written confirmation of a payment. Any written payment confirmation will include the school's name, address and contact details.

The Nursery will maintain these records securely and make them available to West Berkshire Council for funding and charging audits where required, subject to data-protection requirements.

Payment and unpaid charges

Invoices are payable on receipt. If payment has not been received and no alternative payment arrangement has been agreed, the Nursery will normally issue a verbal or written reminder within 14 days of the invoice date.

Continued non-payment may result in the withdrawal of privately paid sessions or optional services following written notice. Non-payment will not result in the withdrawal of hours covered by a verified funded entitlement.

Parents/carers experiencing difficulty paying an invoice are encouraged to contact the Headteacher in confidence before a debt accrues. Parents/carers who wish to request a weekly or monthly payment arrangement should contact the school office.

Attendance and absence

Parents/carers must notify the Nursery of absence in accordance with the Nursery's attendance arrangements.

Persistent or unexplained absence from a funded place will be followed up to safeguard the child and establish whether the place is still required. Any proposed withdrawal of a funded place because of non-attendance will be considered under the Nursery Admissions Policy and West Berkshire's funding arrangements.

The Nursery will not withdraw funded entitlement hours solely because a parent/carer has declined an optional extra or has an outstanding debt for privately paid sessions or optional services.

A booked place or session is allocated to the named child and cannot be transferred to a sibling or another child.

Late collection

Parents/carers must collect their child by the end of the booked session. Where collection is more than 10 minutes late, a charge of £10 will be made. A further £10 will be charged for each additional complete 10-minute period.

Staff will record late collection and remind the parent/carer of the applicable collection time.

Late-collection charges reflect the additional staffing and administrative costs arising from late collection. They are not a charge for funded entitlement hours.

The charge does not replace the Nursery's safeguarding and uncollected-child procedures. Persistent or significant late collection will be managed in accordance with those procedures.

Changes to charges

Charges are reviewed by the Governing Body. Parents/carers will be given reasonable written notice of any change before a new rate applies. A new rate will not normally be applied retrospectively to sessions or services already provided.

Changing booked sessions

The agreed attendance pattern reserves staffing and capacity for the child.

Requests to reduce or change privately paid sessions must be made in writing and are subject to six weeks' notice. Fees remain payable for the booked chargeable sessions during the notice period, whether or not the child attends.

The six-week notice requirement applies only to regular privately paid sessions. It does not apply to funded entitlement hours, ad hoc sessions or optional extras selected on a rolling basis. Ad hoc sessions are subject to the cancellation arrangements in section 2.5

Requests to change funded hours must also be made in writing. An increase in funded hours during a funding period is not guaranteed and will be considered subject to availability, the child's verified entitlement, West Berkshire's adjustment arrangements and the applicable funding deadlines. Additional hours will not be treated as funded unless and until the Nursery has confirmed this in writing.

A reduction or cessation of funded hours will be recorded through a revised Parent Declaration and the Nursery's funding records. Any adjustment or transfer of local-authority

funding will be administered by the Nursery in accordance with the West Berkshire Provider Agreement. Parents/carers will not be charged a notice fee for hours covered by funded entitlement funding.

Changes will normally take effect at the beginning of a term or funding period, subject to availability and the applicable funding deadlines. The Nursery may agree an earlier change where staffing, capacity and funding arrangements allow.

A request is not agreed until the Nursery has confirmed the revised attendance pattern in writing.

Loss of Working Parent Entitlement

Parents/carers are responsible for reconfirming their Working Parent Entitlement through their childcare account every three months, acting on communications from HMRC and informing the Nursery promptly of any relevant change. The Nursery is not responsible for completing the reconfirmation on a parent/carer's behalf.

The Nursery will monitor eligibility-code information through the West Berkshire Early Years Portal and contact parents / carers when the Portal indicates that action is required. If a working-parent eligibility code becomes invalid, the Nursery will establish whether a statutory grace period applies. Funded hours will continue without charge until the confirmed grace-period end date. The Nursery will notify the parent/carer as soon as reasonably practicable and normally within five working days of receiving confirmation that eligibility has ended.

Before the grace period ends, the parent/carer must confirm in writing whether they wish to:

- continue the existing attendance pattern and pay the published fees for hours that will no longer be funded; or
- reduce the attendance pattern to the hours covered by any remaining verified entitlement.

If no paid-hours agreement is received, the attendance pattern will reduce to the remaining verified funded entitlement from the end of the grace period.

An eligible three- or four-year-old will normally continue to receive the universal 15-hour entitlement. A two-year-old will only continue to receive funded hours if the child separately qualifies for Early Learning funding or another valid entitlement.

No charge will be made for entitlement hours that continue to be funded during the grace period.

A reduction taking effect because a statutory grace period has ended will not be subject to the usual six-week notice charge. Any privately paid sessions already booked separately remain subject to the normal notice provisions.

Ending a place and transferring funding

Parents/carers must provide six weeks' written notice if they wish to terminate an allocated Nursery place.

Fees for booked privately paid sessions and chargeable services remain payable during the notice period, whether or not the child attends. No charge will be made for sessions covered by funded entitlement funding.

Where a child leaves to attend another provider, the parent/carer must give the Nursery the information reasonably required to administer the transfer of funding.

Where a child moves to another West Berkshire provider during a funding period, Calcot Nursery will follow West Berkshire Council's arrangements for transferring the relevant balance of funding to the new provider.

Where a child moves to a provider outside West Berkshire, the Nursery will update its funding claim at the next available adjustment opportunity in accordance with West Berkshire's arrangements.

Where a child leaves after the actual headcount and does not attend another provider for the remainder of the funding period, any funding retained by Calcot Nursery will be used in accordance with the Provider Agreement. The parent/carer will not also be charged for those funded hours.

The Nursery may waive or reduce the notice requirement in exceptional circumstances at the discretion of the Headteacher.

Voluntary Contributions

The Nursery may invite parents/carers to make a voluntary contribution towards the cost of a trip, visit, celebration or enrichment experience. Any request will make clear that the contribution is voluntary and that there is no obligation to contribute.

No child will be excluded from, or treated differently in relation to, an activity because their parent/carer is unwilling or unable to make a voluntary contribution. Where insufficient voluntary contributions are received and the Nursery cannot meet the remaining cost from another source, the activity may be changed or cancelled.

Voluntary contributions under this section are different from charges for additional privately paid hours and optional extras. Additional hours are subject to the Nursery's published fees and booking terms. Optional meals, consumables, activities and services may be purchased or declined in accordance with section 2.4. Declining an optional extra will not affect a child's access to funded entitlement hours or the quality of the early education they receive.

Remissions and financial difficulty

The Headteacher may waive or reduce a charge where there are exceptional circumstances, financial hardship or another reasonable basis for doing so. Where appropriate, the Headteacher will consult the Chair of Governors.

Decisions will be made fairly and consistently, taking account of the individual circumstances. Any remission applies only to the charge specified and does not create an automatic entitlement to future remission.

Loss, damage and personal property

Where Nursery property taken home is lost or damaged through deliberate or careless action, the Nursery may ask the parent/carer to contribute towards the reasonable cost of

repair or replacement. Any charge will take account of the circumstances, the age and condition of the item and the school's remission arrangements.

The School does not accept liability for any items of personal property lost or damaged in School, although in exceptional circumstances, a contribution to the replacement of a lost or damaged item may be made at the discretion of the Headteacher.

Queries, complaints and linked documents

Questions about charges or funded entitlement arrangements should initially be raised with the school office. Complaints will be considered under the school's Complaints Policy. A parent/carer who remains concerned that funded entitlement conditions have not been met may contact West Berkshire Early Years Service.

Linked policies/documents:

- Nursery Admissions Policy
- Debt Management Policy
- Food and Nutrition Policy
- Allergy Safety Policy
- Privacy Notice
- Complaints Policy
- Special Educational Needs and Disabilities Policy
- West Berkshire Early Years Provider Agreement

Appendix A

Details of Charges with effect from September 2026

Morning Session 9.00am – 12.00pm Afternoon Session 12.00pm – 3.00pm	Charge per session £
2 Year Old (NB term after they turn 2)	£28.50
3+ Year Old (NB term after they turn 3)	£22.50

Extended and Wraparound Sessions	Charge per session £
2 YO Wraparound am 7.30am – 9.00am	£14.25
2 YO Extended am 8.30am – 9.00am	£4.75
3+ YO Wraparound am 7.30am – 9.00am	£11.25
3+ YO Extended am 8.30am – 9.00am	£3.75
2 YO Extended pm 3.00pm - 4.00pm	£9.50
2 YO Wraparound pm 3.00pm - 5.30pm	£23.75
3+ YO Extended pm 3.00pm - 4.00pm	£7.50
3+ YO Wraparound pm 3.00pm - 5.30pm	£18.75

Optional Food and Meals	Charge £
Breakfast (available during Wraparound am sessions)	£1.00
Tea (available during Wraparound pm Sessions)	£1.50
Lunch (available if staying for both am and pm sessions)	£2.75

Parents/carers may opt out of food charges relating to funded entitlement hours and provide a suitable alternative in accordance with the Nursery's food, nutrition and allergy requirements.

Late collection	Charge per occasion £
After first 10 minutes	£10.00
For every additional 10 minutes late	£10.00

Charges will be clearly identified on invoices or as separate payment items on MCAS, as applicable. Funded entitlement hours are provided free of charge and will not be included as an amount payable