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**CHARGING POLICY**

**(July 2025)**

**SOMERVILLE NURSERY SCHOOL CHARGING POLICY**

**PAID SESSIONS TERMS AND CONDITIONS**

1. A session consists of 3 hours, either 9.00 a.m. – 12.00 noon or 12.30 – 3.30 p.m. available term time only.
2. The cost per session is £22.50 (from September 2024) and does NOT include a school lunch. If your child’s session means they are here for the day, please ensure they bring a packed lunch with them, unless your child qualifies for free school meals. Sessions are subject to availability
3. Children who access 30 hour provision can attend 9.00am-3.30pm Monday to Thursday and 9.00am - 1pm on Fridays
4. Children wishing to stay for the full afternoon session (until 3.30pm) on a Friday will need to pay £12.50 per week
5. Payment for extra sessions / additional hours is required on a weekly basis in advance every Monday.
6. Payment can be made up to 1 month in advance.
7. Payment can be made by Arbor.
8. If payments fall into arrears the place will be suspended until the full arrears are settled.
9. There is no facility to offer credit.
10. Additional hours are offered in addition to the FREE Government funding 30 or 15 hour per week places.
11. Sessions will be offered at times opposite to the child’s usual daily 3 hour session.
12. There are a limited number of places available per session.
13. Changes must be notified at least one week in advance so that staff can plan for the children.
14. If a child is absent for any reason, payment must still be made for missed sessions.
15. Somerville Nursery School reserves the right to terminate the contract immediately if fees are outstanding for fourteen days or more.
16. Children cannot be brought into nursery before the session times stated.
17. The governing body reserves the right to amend the fees and conditions, where appropriate. The decision of Somerville Nursery School remains final at all times.
18. Parents/carers will be given at least one month's notice of fee increases.
19. This contract may be terminated by not less than two weeks notice from either party.
20. A child will only be released into the care of his/her parents/carers or nominated adults (see Arrival & Collection Policy). The school reserves the right to ask for photographic ID and can only let the child go with a suitable adult over the age of 16 years
21. It is the parent/carer's responsibility to inform the nursery staff of any changes to personal details, address, and telephone numbers in the case of emergencies.

I have read and fully understood the charges' terms and conditions.

Signed Parent A …………………………….Name…………………………….

Parent B ……………..………………Name…………………………….

Child’s Name …………………………….……Date ……………………………..