Wavertree Church of England School

EYFS Charging Policy

Next Review: January 2027

1. Introduction
This Charging Policy outlines how **Wavertree CE School** delivers funded early education and childcare places, including how additional charges are applied, managed, and communicated. The policy ensures full compliance with current Early Years funding guidance and supports parents/carers to understand which elements are free of charge and which may incur optional or additional costs

2. Policy Aims
We aim to:

- Ensure compliance with current Early Years funding guidance and statutory requirements
- Deliver funded early education and childcare places that are free at the point of use
- Be transparent about any additional or optional charges
- Support parents and carers to understand their funded entitlements and choices
- Ensure equality of access and high-quality provision for all children

2.1 Transparency
Ensure parents/carers clearly understand all charges.

- Additional hours outside a child's funded entitlement are charged at:
  - **£8.40 per hour** for **2-year-olds**
  - **£5.59 per hour** for **3–4-year-olds**
- School meals are available at **£2.40 per meal**. Children attending a full day (8.45am–3.15pm) may bring a packed lunch if preferred.

2.2 Free Entitlement Delivery
All government-funded early education hours are delivered free at the point of use.

2.3 Support for Families
We provide clear information to help families understand voluntary and additional costs.

2.4 Equality of Access
All children receive the same high-quality experience whether consumable charges are paid or not.

3. Delivery of Funded Hours

3.1 Parent Declaration
A completed Parent Declaration Form is required before accessing any funded place.

3.2 Funded Session Structure
Funded hours are delivered during term time only (38 weeks per year) as follows:

- **15 hours entitlement:**
  Monday–Friday, 8.45am–11.45am / 12.15pm – 3.15pm (3-hour sessions)
- **30 hours entitlement:**
  Monday–Friday, 08.45am– 3.15pm

3.3 Funding Types Available

- Universal 15-hour funding (3–4-year-olds)
- Working Parent 30-hour entitlement
- Supported 2-year-old funding

3.4 Charge Breakdown
Parents/carers may be charged for:

- Additional hours beyond funded entitlement
- Consumables, including:
    - Food (meals)
    - Enhanced activities (visitors, workshops)

3.5 Code Renewals
Parents are responsible for renewing eligibility codes.

- Reminders will be issued where possible.
- Failure to reconfirm will result in the **loss of funding**, and **charges will apply.**

4. Payment Information

4.1 Invoices
Invoices will itemise:

- Funded hours
- Private paid hours
- Meal charges

4.2 Frequency & Deadlines

- Fees are calculated **monthly**.
- Invoices are issued at the **start of each month.**
- Payment is required **within 7 days.**

4.3 Accepted Payment Methods
We accept:

- Tax-Free Childcare
- Childcare vouchers
- Student finance payments
- Cash
- Bank transfer (preferred)

4.4 Late Payments & Debt Recovery

- Late payment fees may apply (if applicable).
- Non-payment after 7 days will initiate the school's **Debt Recovery Procedure**.

4.5 Notice Period
A **1-month written notice** is required to end or alter childcare arrangements.

5. Absences

- Paid hours remain chargeable during holidays or illness.
- Funding may be withdrawn due to persistent poor attendance.
- Sessions can only be swapped **with prior agreement** from the Nursery Teacher or Business Manager.
- Bank holidays are **not chargeable**.

6. Transfer of Funding

- We accept requests to transfer funding between settings.
- Funding transfers must be approved by the **Local Authority Early Years Team**.
- Mid-term transfers will only be considered in **exceptional circumstances**, such as:
    - Relocation over a significant distance
    - Social care involvement
    - Safeguarding concerns
- A Transfer of Funding Form must be completed and submitted to the Early Years Team.
- A setting may claim a full term of funding if the child attends for a full week or more.

7. Additional Funding (Where Applicable)
The setting may also access:

- Disability Access Funding (DAF)
- Early Years Pupil Premium
- Deprivation Funding
- English as an Additional Language (EAL) funding
- High Needs Funding
- Funding Loop (if used within the setting)

8. Monitoring and Review
This policy will be reviewed **annually**, or sooner if statutory guidance changes.

9. Contact Information

Wavertree CE School
Rose Villas, L15 8HJ
Telephone: 0151 7331231
Email: wavertree-ao@wavertree.liverpool.sch.uk
Website: www.wavertree.liverpool.sch.uk