

Chase Lane Primary School and Nursery

Nursery Charging Policy – January 2026 to July 2026

Chase Lane Primary and Nursery School is a maintained school admitting children to the nursery from the age of 3.

Funded places

In the school year 2025/26 all children are entitled to a funded place for 15 or 30 hours per week from the term after their third birthday. Funded sessions are available from 8.30-11.30am and 12.30-3.30pm, Monday to Friday. The Nursery is open term time only and is closed for non-pupil days and bank holidays. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of additional hours. To access 30-hour funding parents need to obtain a valid code before the last day of the term their child is due to take up their place. To check entitlement and to obtain a code please visit:

[Get Tax-Free Childcare: step by step - GOV.UK](#)

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.

Funding is available as follows:

- For a child born 1st April to 31st August, funding begins in September.
- For a child born 1st September to 31st December, funding begins in January.
- For a child born 1st January to 31st March, funding begins in April.

Our fees are reviewed annually by the governing body in January. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss any concerns with the Headteacher.

For 2025/26 onwards - Lunch sessions 11.30am-12.30pm for children with 15-hour entitlement

A lunch time session is open to any child in nursery should you wish to extend your child's morning or afternoon session subject to availability. This is charged at £4 per lunchtime session to cover the cost of staffing. All extra sessions need to be booked and paid for in advance.

Additional sessions and costs

If you would like to book extra sessions days in addition to your funded hours there is a cost of £12 per 3-hour session and £4 for each lunch session. These will be allocated on a first come first served basis and must be arranged in advance. If you would like to increase your sessions, this will be subject to availability of spaces and adequate staffing levels. Ad hoc sessions may be available at the session price of £16.00, please contact the school office for availability, these ad hoc sessions are payable at the time of booking. Funded hours cannot be used for ad hoc sessions.

Lunch sessions cannot be part of your child's funded hours and must be paid for.

For January 2026 onwards – Full day option

Children can attend a full day session from 8.30am until 3.30pm. Funded hours can be used for the morning session (8.30-11.30am) and the afternoon session (12.30-3.30pm).

The lunch time session (11.30am-12.30pm) is an additional hour charged at £4 per day to cover staff costs. All lunch sessions should be booked in advance.

This additional charge is voluntary, however, if parents are not happy to continue to pay, the lunchtime session will not be sustainable and a different business model will need to be considered.

Vouchers

Where employer's childcare vouchers are used to pay fees, parents should contact the School Office.

We are registered with the Government's Tax-Free Childcare Service.

Late Pick up

It is very important that children are picked up on time, as nursery staff do not have the capacity to look after children after the session has ended. Where parents are repeatedly late picking a child up, we reserve the right to charge for the extra time. This will be a charge of £10 for every block of 15 minutes after the session ends. For example, where the session ends at 3.30pm, if the child is picked up between 3.35–3.45pm, they will be charged £10; if they are picked up between 3.45–4.00pm, they will be charged £20 and so on. They will be charged this amount of each instance of late pick up.

All fees will be charged unless specific arrangements have been agreed and whilst a child contract remains in place.

In the event of non-payment, reminders will firstly be issued by speaking to the parents or informing them by email. This will be followed up in writing.

- If non-payment persists, the school will follow our bad-debt policy.
- If non-payment continues beyond the end of the half term, the child's place may be lost for the next term.

Summary of Chargeable Extras

15-hour entitlement:

Description	Daily Opening Times	Unit	Unit price
Mornings only Free entitlement hours – 15 hours per week	8.30am to 11.30am	Weekly	Free
Afternoons only Free entitlement hours – 15 hours per week	12.30pm to 3.30pm	Weekly	Free
Lunch Session Additional hour	11.30am to 12.30pm	Ad Hoc	£4.00
Additional Sessions	8.30am to 11.30am or 12.30pm to 3.30pm	Ad Hoc	£12.00

30-hour entitlement:

Description	Daily Opening Times	Unit	Unit price
All Day Free entitlement hours – 30 hours per week	8.30am to 11.30am + 12.30pm to 3.30pm	Weekly	Free
Lunch Session Additional hour	11.30am to 12.30pm	Daily	£4.00 voluntary charge