



Charging Policy for St Matthew's Nursery

Background

New nursery charging arrangements came into force following updated government guidance for early years providers in January 2026.

These changes are designed to make nursery charges clearer and more transparent for families, particularly in relation to government-funded childcare hours. All early years providers are required to clearly show that funded nursery hours are free of charge and that any additional charges are clearly itemised.

At St Matthew's, Children's funded hours (15 or 30 hours, where eligible) are provided free of charge and will be clearly identified on invoices.

Funded hours can be accessed without being required to pay for additional services. There are no additional charges for snacks or consumable resources. However, parents are required to provide their own nappies, wipes, sun cream and lunch for their child, where applicable.

Please note that a child attending a full day session from **8:45am to 3:15pm** will exceed their funded hours allocation.

For example:

- Full day Monday and Tuesday, plus Wednesday morning = 16 hours in total.
- Full day Monday to Friday = 32.5 hours in total.

Parents who would like their child to remain until 3:15pm and exceed their funded 15 or 30 hours entitlement will need to purchase the additional hours. If parents do not wish to purchase these additional hours, their child's afternoon session will finish at **2:45pm**.

Charging Policy

1. Parents may request additional nursery sessions over and above their child's funded entitlement (15 or 30 hours, where eligible). These additional hours will be charged for.
2. The current charge for additional sessions is £6.00 per hour.
3. Additional places over and above a child's funded entitlement will only be available if the nursery has capacity once all applications for funded places have been processed.
4. If the number of requests for additional hours exceeds the number of places available, additional sessions will be allocated according to the following criteria:
 - a. Where there are concerns regarding a child's wellbeing that may be partly addressed by the additional sessions (for example, where a child is open to Social Care, the Locality Team, or has an EHA Early Help Assessment (EHA) in place);

b. Where the additional sessions will support parental access to employment, education or training;

c. Following these, or within each category where there is a tie, the criteria outlined in Section 3.1 of the Nursery Admissions Policy will be applied.

5. Priority will always be given to applications for funded entitlement hours before additional sessions are allocated according to the criteria above.
6. When requesting and accepting an offer of additional sessions, parents are committing to taking up that place for the full term. If a parent subsequently wishes to cancel the place, they will remain liable for the cost of the sessions for the remainder of the term.
7. Parents must pay for additional sessions in advance on a half-termly basis. The school reserves the right to withdraw additional session(s) if payment is not received by the due date.
8. Children attending sessions must be collected promptly at the agreed finishing time. Late collection may result in an additional charge being applied.

June 2026