



Hemyock Primary School **Sessions and Fees Policy**

Hemyock Primary School runs a full-day pre-school setting during term time only, from Monday to Friday, with times as follows:

From 9.00 a.m. until 11.30 a.m.	Morning Session
From 11.30 a.m. until 12.45 p.m.	Lunch
From 12.45 p.m. until 3.15 p.m.	Afternoon Session

Term dates are set by our school Governing Board and run in line with the dates of Ventrus Ltd and Devon County Council.

Funding Entitlement

Hemyock Primary School is registered to take children aged from 2 to 5 years. We receive Golden Ticket Funding for children aged two for families who meet certain criteria (see <https://new.devon.gov.uk/educationandfamilies/early-years-and-childcare/childcare/golden-tickets>) and Early Years Entitlement Funding for children aged 3 and 4. We also accept 30 hours extended funding.

Golden Ticket Funding for 2 year olds

Your 2-year-old is eligible for free childcare if you receive any of the following benefits:

- Universal Tax Credits
- Income Support (IS)
- Income-based Jobseekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Child Tax Credit with an annual household taxable income (as assessed by HMRC) not over £16,190
- Working Tax Credits with an annual household taxable income (as assessed by HMRC) not over £16,190
- The Working Tax Credit 4 weeks run on
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999.

Or if your 2-year-old:

- attracts Disability Living Allowance (DLA)
- is looked after by the Local Authority
- has left care through special guardianship or through an adoption order or residence order or
- has a current statement of special educational needs (SEN) or an Education, Health and Care Plan.

A Golden Ticket is also sent to the carers of 2-year-old children in care and to parents of children with a statement or an education, health and care plan (EHCP)

Children who are eligible will receive funding for up to 15 hours of funding per week, during term time. The current rate we receive per hour is £4.90.

September 2018

Early Years Entitlement Funding

Children are entitled to 15 hours of Early Years Entitlement Funding for 38 weeks per year, during term time, starting from the funding period after their third birthday. This is detailed below:

Child's Date of Birth	Entitled from:
Before 31 st March	Summer Term (After Easter Holidays)
Before 31 st August	Autumn Term (After Summer Holidays)
Before 31 st December	Spring Term (After Christmas Holidays)

From September 2018 the current rate we will receive per hour is £4.08.

We operate a sessional system: you are entitled to take your 15 hours as you wish across both sessions and the lunch club. The maximum amount of funding which can be used at Hemyock Primary School during one day is 6.25 hours.

The conditions set by Devon County Council provide the following framework minimum/maximum use of the funding entitlement:

The full entitlement can be taken over 2 days with a minimum of 2.5 hours and maximum 10 hours per day. Previously the funding had to be taken over a minimum of 3 days.

Parents are advised to speak to a School Administrator if they wish to split their entitlement between two childcare providers. Please note your entitlement may be taken in full or half hour increments, but cannot be broken down into a quarter of an hour or other increments.

Fees

Within Hemyock Primary School's Term dates there may be occasions when the terms run for more days than is covered by the Early Years Entitlement Funding. These additional days are chargeable.

Pre-funded Fees £4 per hour

Children who have:

- turned 3 after the funding cut off date

Fees for children who use all their funding elsewhere £4 per hour

Children over 3 who are eligible for funding but use it all at another setting.

Additional Hours £4 per hour

Children who are attending more than the 15 hours entitlement per week at the setting.

Children who are attending more than the 30 hours entitlement per week at the setting.

Fees aged 2 years but are not eligible for 2gether Funding £4 per hour

Early Drop off/Late Pick up

The gate to Star Class will not open until 9am so early drop off is not possible. Late pick up and early drop off can be disruptive to the setting and cause issues with ratios. While we aim to provide flexibility to parents, we request that you observe our sessional pattern for planning the day and stick to session times that fall within these hours. Repetitive abuse of the pick-up times will result in removal from our register. We thank you in anticipation of your support with this.

Tax Free and 30 hours entitlement funding

Tax-Free Childcare and 30 hours free childcare are two separate government schemes, to help parents with the cost of childcare. You can apply for both through one online application – the childcare service.

To qualify for either scheme, parents must be working and each earning at least £120 a week (on average) and not more than £100,000 each a year.

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Parents can use Tax-Free Childcare alongside the 15 and 30 hours free childcare schemes in England, or any free childcare hours provided by the Scottish, Welsh or Northern Ireland governments.

Parents can't use Tax-Free Childcare at the same time as they receive childcare vouchers, Universal Credit or tax credits.

However, 30 hours free childcare can be received alongside these schemes.

Please note that it is the responsibility of the parent to check eligibility and apply for this funding. Please see <https://childcare-support.tax.service.gov.uk/> for more details.

Registration, Session request Procedure, Funding and Payment Terms

Registration Form

Parents must complete a registration form to register with our setting. Sessions cannot be offered until a completed registration form has been received. The registration forms ask for an indication of preferred sessions, you are requested to indicate the hours/days you wish your child to attend or tick to state no preference. Sessions are considered during the second half of each term for the following term and are offered to suit registration request where possible. Where preferred sessions are not available alternative sessions will be offered. Sessions are offered via email and need to be confirmed in writing by the parent. . Should you need to alter these before the beginning of the following term you must speak to an Administrator.

Sessions are made in hours and one session equals two and a half hours of time; lunch session is one and a quarter hours of time. All bills are raised against the hours agreed.

In each term, parents whose children are eligible for the 2gether Funding or the Early Years Entitlement Funding are asked to sign a Devon County Council 'Headcount' form to indicate the number of hours they wish to claim. This form is submitted via our account with the Devon Portal. 'Headcount Week' is typically week three or four of a new term.

Once sessions for the term have been agreed any changes to the hours a child attends can only be made by advance request and are subject to session availability.

Billing

2gether Funding and Early Years Entitlement Funding hours do not incur any bill – all you need to do is complete the paperwork as indicated above and make sure you sign the headcount form each term. **Please note the minimum attendance requirements below.**

Bills for extra hours or hours where children are not yet eligible for the 2gether Funding or the Early Years Entitlement Funding are usually issued during the first week after Head Count Week. All fees are payable as follows:

- 1) Termly - the full amount is payable by the end of the term.
- 2) Half termly – Instalment 1 to be paid within 30 days of invoice issue and the second payable by the end of term.
- 3) Monthly – please speak to the administrator to agree amounts and payment dates.

Should you wish to arrange a different payment plan from the above, for example weekly or monthly payments this needs to be agreed with the Administrator at the beginning of the term.

Payments via ParentPay, by cash or employer voucher are accepted (where employer vouchers are used please check with the Administrator beforehand to ensure we are already registered with the provider). Please provide all payments in a clearly marked envelope and pass to the school office. Receipts will be issued if required.

Late Fees Policy

All bills must be paid as detailed above. Should you encounter any difficulties in paying a bill issued to you for your childcare we ask that you discuss this with the Administrator as soon as possible. If a parent has not paid their bill by the deadline stated the following will happen

- 1) A reminder statement will be issued to the parent to pay the outstanding amount within two weeks.
- 2) If payment is still not received a further reminder will be sent stating that payment must be made within the week otherwise no further non-funded hours will be available to their child until the arrears have been paid in full (but we will not withhold your 15/30 hours entitlement). If the issue remains unresolved we will seek legal advice.

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All discussions will be treated in confidence and we aim to work with parents/carers to reach a positive and realistic solution.

Attendance Requirements

Missed hours and Absence for Funded Hours:

Absence due to illness is recorded on our MIS system: Funded hours are covered by an ‘Authorised Absence’ clause where if the hours booked are missed due to illness, hospital/medical appointment or other health reasons then this is permitted with no impact to your right to entitlement. In addition funded hours also have a holiday allowance – see below.

Missed Hours and Absence for Non-Funded Hours

Time booked which is not funded, that is extra hours above the 15 and 30 hours funded or hours claimed by parents whose children are not eligible for funding are not subject to the Devon County Council ‘Authorised Absence’ clause. All such hours confirmed, and agreed, will be billed at the normal rate and are **not** refunded in cases of absence.

Failure to attend the minimum number of hours

The Early Years Entitlement claimed for each child and paid to us is subject to each child attending a minimum number of hours per term, with allowances made for authorised absences (sickness, appointments, and holiday).

If a parent signs the booking and headcount forms and then the child does not attend the minimum required number of weeks in accordance with Devon County Council’s funding rule THE PARENT MAY BE LIABLE TO PAY THE FUNDING FOR THE ENTIRE TERM back to Ventrus as Ventrus will have to refund Devon County Council for the ENTIRE TERM’S FUNDS it received for that child. Please speak to the Administrator if your child needs to take time out of school so that we can complete the required paper work.

Holiday Entitlement Clarified

The financial year for Hemyock Primary School funding runs September to August, with holiday entitlement being two weeks worth of the Early Years Entitlement per funding year. That is two weeks worth of the normal hours they claim per week. Should parents take their children (aged 2 – 4 years) out of school during term time any monies due for billed hours are still chargeable. Fees will not be refunded.

This policy was adopted by Ventrus Multi Academy Trust on..... (Date)

Signed on behalf of LGB

Name:

It will be reviewed (Autumn 2019)