



Dame Allan's Schools EYFS Charging Policy

1. Purpose

This policy explains how EYFS fees and charges are applied at Dame Allan's Schools. It ensures transparency and fairness in how we deliver the 15 hours of government-funded early education and any additional paid childcare.

2. Funded Early Education (15 Hours Free)

- Dame Allan's Schools offer **up to 15 hours of funded early education** per week for all eligible 3- and 4-year-olds during term time (35 weeks per year).
 - These hours are **free at the point of delivery**, in line with the Department for Education's requirements.
 - The funded sessions are available between: 08:45 - 15:15 Monday to Friday.
 - Parents can choose to take the full 15 hours or fewer, subject to availability.
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3. Additional Hours and Services

Parents may choose to pay for:

- Additional hours beyond the 15 funded hours.
- Sessions outside the funded time band.
- Meals, snacks, and optional extras (e.g. trips).

Charges for these services are as follows:

- **Additional childcare hours:** £17.06 per hour.
- **Lunches/snacks:** £5.25 per day if taken.

- **Optional activities (e.g. trips,):** Variable costs dependant on activity.

All of these optional charges are **voluntary**.

4. Invoicing and Payment

- Invoices for paid sessions and optional extras are issued **termly in advance**.
 - Payment can be made termly on or before the **first day of term** by bank transfer or over 9 instalments by monthly direct debit.
 - Failure to pay may result in the suspension of additional paid sessions.
 - Tax Free Childcare/Childcare Vouchers are accepted for Fees and Lunches up to and including the term the Child turns 5 years of age and as payment for any additional item provided it is held on the School premises.
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5. Absences, Holidays, and Closures

- Fees remain payable for any booked paid sessions not attended due to illness, holiday, or other absence.
 - Funded hours cannot be “made up” at a later date.
 - The nursery will not charge for closure days due to public holidays or unforeseen closures initiated by the school (e.g. emergency closure).
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6. Notice Period

- **One terms’ written notice** is required to withdraw a child or reduce booked paid sessions.
 - Fees remain payable during the notice period.
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7. Late Collection

- Children must be collected promptly at the end of their session.

8. Review

This policy will be reviewed annually by the Head of Early Years and the School Bursar to ensure compliance with current funding and regulatory guidance.

Approved by: Vicki McDonald - Bursar

Date: 15 December 2025

Next Review Date: 14 December 2026
