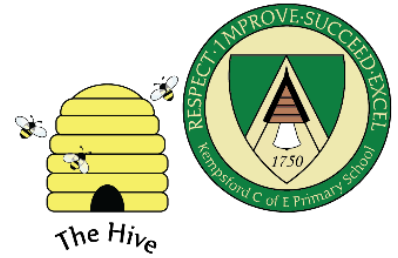


Kempsford Church of England Primary School
"Together, we will RISE"

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Nursery Fees and Funding Policy



Document History

Version	Date	Comments
1.0	April 2026	New policy document created
Next Review Due April 2027		

1. Policy Statement

At Kempsford C of E Primary School, our nursery provision (“The Hive”) forms a **fundamental and integral part of the school community**, reflecting the same Christian vision, ethos and high expectations that underpin the whole school.

Our vision, *“Together, we will RISE”*, is at the heart of all we do. Through our commitment to our Christian values, we enable every child to **flourish, be happy, and reach their full potential**, developing a strong sense of self-worth within a caring and inclusive environment.

We promote the values of **Respect, Improve, Succeed and Excel (RISE)** in our nursery just as we do throughout the school, nurturing children’s confidence, curiosity and love of learning from their earliest experiences.

This policy sets out our approach to nursery fees and funding to ensure:

- Transparency and fairness for all families
- Compliance with government funding requirements
- Equity of access to high-quality early years provision

2. Sessions and Attendance

Fees are based on booked sessions. Full fees apply for absences. Four weeks’ written notice is required to amend sessions.

- Sessions are offered subject to:
 - availability of places
 - appropriate staffing levels
 - operational viability

The nursery operates as part of the school’s Early Years provision and supports a smooth transition into Reception.

3. Fee Structure

Fees are charged per session as outlined below. Fees are reviewed annually, with at least **one month's notice** given of any changes.

Session	Hours	Fee
Extended Morning	Start at 8:15	£1.50
Morning	3 hours (9:00 – 12:00)	£15.00
Afternoon	3 hours (12:00 – 3:00)	£15.00
Full Day	6 hours	£30.00
Extended Afternoon	Finish at 3:15	£1.50

Additional Charges

Optional extras may include:

- Trips and enrichment activities

These are charged separately.

4. Invoicing and Payment

Invoices are issued monthly in advance and clearly itemise funded hours (£0.00), additional paid hours and voluntary charges. Payment is due within two weeks.

Payment Methods

- Payments should be made directly to the School Fund or approved childcare payment schemes.
- Payment is only considered complete once cleared.

Late or Non-payment

- Persistent non-payment may result in the **withdrawal of nursery provision**.
- Late payments may incur reasonable administration charges and/or interest.

Notice Period

- One month's written notice is required if a place is no longer needed.
- Fees remain payable during the notice period.

Support for Families

We recognise that circumstances can change. Families experiencing difficulty are encouraged to speak confidentially with the school, and we will seek to support wherever possible in line with our inclusive ethos.

5. Early Years Funding

The school offers funded places in line with DfE and Gloucestershire guidance. Children are entitled to 570 hours (15 hours) or 1140 hours (30 hours) annually. Funded hours are free at the point of delivery and no mandatory charges apply.

Optional extras such as meals or consumables are voluntary. Parents may opt out and supply their own without affecting their child's place.

Eligibility

- Parents must apply via the official government website: **www.childcarechoices.gov.uk**
- Eligibility codes must be reconfirmed **every 3 months**.
- If eligibility lapses, full fees will be charged.

6. Equity and Inclusion

In line with our Christian vision and values:

- Every child is recognised as a **unique individual**
- We aim to ensure **equity of access** to nursery provision
- The nursery supports children's **spiritual, moral, social and cultural development**

We are committed to ensuring that financial arrangements do not disadvantage children's access to high-quality early education.

7. Monitoring and Review

This policy will be reviewed annually by the governing body to ensure:

- Compliance with national guidance
- Alignment with school ethos and values
- Continued fairness and clarity for families

Appendix: Ethos Statement (The Hive)

The nursery is not separate from the school—it is the **starting point of the Kempsford journey**. From the earliest age, children are immersed in a culture where:

- They feel safe, valued and happy
- They are encouraged to explore, question and grow
- They begin to live out our shared values of **Respect, Improve, Succeed and Excel**

Through this strong foundation, we ensure every child is ready to flourish as they continue through our school.