Gosforth Park First School

Document Number
GP-GB-PO-086

Document Name
GPFS Nursery Charging Policy

Version Number
V 02

Version Control

Document	Version	Date	Author	Change Description
GP-GB-PO-086	02	09/11/2026	Leanne Lamb Sarah Carrick	Refresh – updated hours Clarity of terms
GP-GB-PO-086	01	12/05/2025	Tracey Gasper Sarah Carrick	Document release in QMS format

The Nursery Charging Policy is to inform prospective and current parent/carers and service users about the charges that may be made.

Our Nursery Offer

Gosforth Park First School offer 15 hours of free nursery provision to children who are aged 3 on or before 31st August of the academic year they will join us (1st September -31st August); the year before they would join a Reception class. The hours are offered as either Option 1 or Option 2. Gosforth Park is also able to offer 30 hours of nursery provision; this is Option 3.

The nursery is open term time only and is closed for teacher training days and bank holidays.

Gosforth Park First School offers nursery provision during term time only. Eligible children can access up to 15 or 30 funded hours per week, normally over 38 weeks of the year, subject to eligibility and the school's published session arrangements.

The school offers three attendance patterns, as detailed below. Any additional attendance beyond a child's funded entitlement will be clearly identified, and parents will be informed of any applicable charges before agreeing to additional sessions.

Option 1 – Part Time (Actual 16 hours per week)

Monday	8:50 – 3:20
Tuesday	8:50 – 3:20
Wednesday	8:50 – 11:50

Option 2 – Part Time (Actual 16 hours per week)

Wednesday	12:30 – 3:20
Thursday	8:50 – 3:20
Friday	8:50 – 3:20

Option 3 – Full Time (Actual 32.5 hours per week)

Monday	8:50 – 3:20
Tuesday	8:50 – 3:20
Wednesday	8:50 – 3:20
Thursday	8:50 – 3:20
Friday	8:50 – 3:20

Government Funding

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 meals, consumables, additional hours or additional services.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

Free Funded Places

All children are entitled to a free funded place for 15 hours a week for the year prior to starting Reception class. Funded sessions are offered as Option 1 or Option 2 (See above)

In applying for and accepting a nursery place at Gosforth Park First School families are entering an agreement to use their initial 15 free hours with Gosforth Park First School for the entire academic year that they join us in/for. Any additional hours taken as part of the free entitlement can be taken with another provider.

The entitlement place is offered free. Parents will not be charged a "top up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

30 Hours Funding Entitlement

Children whose parents are eligible for the 30 hours funding entitlement are offered further funded sessions. These are offered as Option 3 (see above)

For those families who are eligible for the 30-hour code: In applying for and accepting a nursery place at Gosforth Park First School for 30 hours, they are entering an agreement to use their initial 15 free hours and the additional 15 funded hours with Gosforth Park for the entire academic year that they join us in/for.

To access 30-hour funding parents need to obtain a valid code, if parents do not obtain a valid code any sessions over 15 hours will be charged for. To check entitlement and to obtain a code please visit:
Get Tax-Free Childcare: step by step - GOV.UK

The eligibility code must be validated every 3 months by the parent in order for this entitlement to continue. This is the responsibility of HMRC to notify parents that they are required to re-apply for eligibility and the parent's responsibility to complete this within the required timeframe.
On joining Gosforth Park First School, families who have a 30-hour code must agree to confirm their 30-hour code by the deadline requested by Newcastle City Council and understand that they may either lose their child's

additional 15-hour place or be charged the cost of the nursery place if this is not completed.

Unfunded Childcare

Children who receive the universal 15 hours funding but are not eligible for the 30 hours funding entitlement, can request Option 3 (see above) and be invoiced for the remaining hours (Actual 15 hours).

The charge per session is £15 (each day comprises of two sessions). This is invoiced monthly by Mrs Carrick, School Business Manager.

In some cases, at the discretion of the school, school may be able to offer additional hours on a Wednesday either 8.50-11.50 (3 hours) or 12.30-3.30 (3 hours). The charge for these sessions would be £15.

Where additional unfunded sessions are available, parents may choose to purchase these at the published nursery rate.
The current charge is £15 per additional session. Parents will receive written confirmation of the sessions purchased, the total chargeable hours, the applicable fees and payment arrangements.
Purchasing additional hours is entirely optional and is not a condition of accessing funded nursery provision.

Deposits or Registration Fees

A deposit or registration fee will not be charged for any funded or unfunded places at the Nursery.

Unavoidable school closures

Nursery is closed for the main school holidays and training days. Should the Nursery be closed for reasons beyond our control, such as adverse weather conditions, you will still be charged for unfunded sessions as the Nursery will still need to cover staffing costs.
Where the nursery is unexpectedly unable to operate, parents will be informed as soon as reasonably practicable.
Where paid childcare sessions cannot be provided, the school will consider appropriate refunds, credits or alternative arrangements in accordance with the terms of the childcare agreement and applicable consumer law.

Nursery Lunches

Nursery children are asked to bring in a healthy packed lunch from home.

Snacks

Nursery children receive a free funded portion of fruit and a free funded portion of milk during each morning session.

Experiences: Visits and Visitors

Nursery may run a small number of additional experiences throughout the year. Contributions for additional experiences in nursery including visitors and workshops, and visits to external sites will be shared with families as they arise.

All contributions for experiences should be made through our online payment system - Parent Pay. No invoice will be raised for these contributions.

Unfortunately, if the costs of experiences are not covered by parental contributions, then school reserves the right to cancel these.

The school may invite voluntary contributions towards additional experiences. Parents will be informed where contributions are voluntary, and no child will be treated less favourably because their family does not contribute. Where insufficient voluntary contributions are received, the school may need to reconsider or cancel an activity.

Intimate Care Consumables

Nappies must be provided by the parent/carer. Children with ongoing intimate care needs must have these supplied ready for the week ahead as a minimum.

Parents are encouraged to provide appropriate nappies, wipes and other personal care items where required. The school will work sensitively with families who experience difficulties providing these items and will make reasonable alternative arrangements to ensure that children can access their funded entitlement without compulsory additional charges.
Arrangements for children with SEND, disabilities or individual intimate care requirements will be considered in accordance with the Equality Act 2010 and the school's relevant policies.

Additional Funding Income

We aim to identify all children that may attract any additional funding such as Early Years Pupil Premium (EYPP), Disability Access Fund (DAF), Special Educational Needs and Disability (SEND) Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

- ★ **Early Years Pupil Premium (EYPP)**
  For children who may be eligible for Early Years Pupil Premium (EYPP), parents should complete the relevant section on the funding claim form.
  Once the funding has been confirmed by Early Years Finance, it will be allocated following a needs analysis, which will identify appropriate resources and support to progress their learning and development.

Gosforth Park First School is committed to identifying and accessing available additional funding to support eligible children, including Early Years Pupil Premium, Disability Access Fund, SEND Inclusion Funding and other relevant local or national funding streams.

Funding will be used appropriately to support children's learning, development, participation and inclusion. The school will work with families and relevant professionals to identify additional needs and make reasonable adjustments where required.

Access to funded early education will not be made conditional upon receipt of additional funding.

- ★ **Disability Access Fund**
  If your child receives Disability Living Allowance (DLA), Nursery may be eligible to receive Disability Access funding. Parents need to arrange with the School Business Manager, to share their DLA number for our Nursery to claim this funding.

Review of Fees

Our fees are reviewed annually and at other times should circumstances make this necessary. 4 weeks notice will be given of any increase in fees.

Payment Terms

Families paying for unfunded hours will be issued an invoice at the start of the Autumn term 1 and then at the end of each half term in anticipation of the next half term thereafter.
The invoice will be itemised to provide clear and transparent information concerning the charges for the unfunded hours.
The payment term is within four weeks of issue date. Failure to pay for unfunded hours can result in your child losing their place.

Where payment difficulties arise, the school will contact parents sensitively and seek to agree a reasonable payment arrangement.
Persistent non-payment may result in the withdrawal of additional chargeable sessions, following appropriate notice and consideration of individual circumstances.
A child's funded entitlement hours will not be withdrawn or restricted because of unpaid fees relating to additional childcare or optional services.
Any action to recover outstanding debt will be proportionate, reasonable and consistent with applicable legislation.

If you have any problems with your finances, please speak to the Headteacher or School Business Manager. All financial issues will be treated in confidence.

We are unable to issue refunds when a child is absent due to family holiday/illness as staff have to be paid, regardless of the number of children present.

Failure To Pay Childcare Fees

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.

Failure to contact Gosforth Park First School regarding unpaid fees will result in further action being taken.

Gosforth Park First School reserves the right to withdraw your child's place, and proceedings will begin to enable the collection of debt. Gosforth Park First School reserves the right to appoint a debt collection agency or to pursue the debt through a small claims court. Any legal fees incurred by Gosforth Park First School during this process could also be added to the total outstanding.

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.

Cancellation policy/Illness and termination

Once you have booked any additional paid for sessions, you are obliged to pay, even if your child does not attend for any reason including illness and holidays. You do not have to pay for funded places if your child does not attend.

Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to admin@gosforthpark.newcastle.sch.uk. Any funding entitlement claimed beyond the notice period is transferable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which form part of your childcare contract.

The school reserves the right to withdraw the additional sessions provision if the Headteacher or Early Years Leader feels this is in the best interest of the child. Parents will be given a minimum of two weeks' notice of withdrawal of provision in these circumstances.

Where withdrawal of provision has occurred due to failure to pay fees, the Headteacher reserves the right to refuse future reinstatement of additional sessions in the nursery. In addition, reinstatement of this additional provision will not take place until:

1. Full payment of arrears of nursery fees has been made.
2. A minimum of four weeks' fees has been paid in advance.
3. The parent has met with the School Business Manager to discuss and agree a future payment schedule.

Parents wishing to terminate additional paid childcare sessions are asked to provide four weeks' written notice. Any fees payable during the notice period will be clearly identified in the childcare agreement and must comply with applicable consumer legislation.

Where a child leaves the nursery or transfers to another provider, the school will follow Newcastle City Council's procedures for amending or transferring funded entitlement hours.

The school will work with parents to ensure that changes to provision are managed fairly and with appropriate consideration of the child's wellbeing.

Monitoring and Review

This policy will be reviewed annually by the Staffing and Finance Committee of the Governing Body, or sooner where changes to legislation, statutory guidance, local authority funding requirements or school arrangements make this necessary.

The Headteacher and School Business Manager are responsible for ensuring that charging arrangements are implemented consistently and transparently.

The Governing Body will ensure that funded nursery provision remains accessible to eligible children without compulsory additional charges.