



NURSERY STATEMENT OF FEES

Updated by	Abbie Mayo
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Signed	
Signed by	Daniel Weiss
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1. Statement of intent

We want parents and organisations we interact with to be reassured that we provide good value for money and that the processes we have in place for receiving and paying out money are fair, easy to understand and handled without delay.

2. Aim

We aim to be open, transparent and competitively priced at all times, and handle all financial transactions in a professional and responsive manner.

3. Government Funding

For a maximum of 38 weeks a year, all 3 & 4 year olds are entitled to 15 hours of Funded Entitlement childcare per week during the academic term, from the start of the term after their 3rd birthday.

The term cut-off dates are fixed as 31st March, 31st August and 31st December – see the table below.

Child's birthday before:	Term child is entitled to funding:
31 st March	Summer Term
31 st August	Autumn Term
31 st December	Spring Term

A 3 year old remains eligible for the funding for up to two academic years before they reach compulsory school age or until they are admitted to a reception class of a school, whichever comes first. Compulsory school age is the term after their fifth birthday.

- “Universal Funded Entitlement” - 15 hour funding is available to all 3 & 4 year olds, they are called the “Universal Funded Entitlement”.
- “Extended Funded Entitlement” - Some parents of 3& 4 year olds will be entitled to an additional 15 hours of Funded Entitlement childcare per week for the academic term (i.e.30 hours per week per term in total). This comes to a total of 1140 hours across the year (30 hours x 38 weeks). The parent's eligibility is determined solely by HMRC and Buckinghamshire Council has absolutely no influence over this decision.
- All providers will be required by Buckinghamshire Council to offer flexible packages of funded hours to parents

At Stokenchurch we offer both 15 hour and 30 hour funding for children aged 3 years old. We enrol children in either September, January or April after their third birthday.

It is the parents' responsibility to check their eligibility for 30-hour funding:

<https://www.gov.uk/apply-30-hours-free-childcare>

4. Nursery Sessions

Our Nursery class operates during the academic year between the hours of 8.30am and 3.30pm. Our session times are as follows:

- Universal 15-hour funding 8.30am – 11.30am
- Universal 15-hour funding 12.30pm – 3.30pm
- Extended 30-hour funding 8.30am – 2.30pm
- Optional Extended provision 11.30am – 12.30pm and 2.30pm – 3.30pm

5. Admission

We admit children in September, January and April for either the 15-hour universal funding or the 30-hour extended funding. Parents have the option of enrolling their child for morning sessions, afternoon sessions, full day sessions or a combination which fits into your family needs. We ask that a regular pattern of attendance is agreed upon with the Nursery Manager during the application process and is adhered to at all times.

Any changes or amendments to the pattern of attendance need to be discussed, confirmed and authorised by the Nursery Manager at least four weeks before any changes can be put in place.

6. Funding and Fees at Stokenchurch

For parents who are not eligible for the 30-hour extended funding there is an option of enrolling your child into Nursery for an additional charge of £18.00 per 3-hour session.

Government funding is intended to deliver 15 to 30 hours a week of free, high-quality flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities.

At Stokenchurch we offer an extended provision between 11.30am – 12.30pm or 2:30pm – 3:30pm each day. This is charged at £6.00 per session and all children who attend our 11:30am – 12:30pm session must bring a packed lunch and a drink.

7. Voluntary contributions

From time to time we will ask parents for voluntary contributions to help towards the cost of consumables such as nappies, wipes, tissues etc and the cost of baking ingredients. All contributions towards these items are voluntary and all children will be able to access consumables / take part in activities regardless of whether or not their parent has made a contribution towards the cost.

8. Procedures

Once your application has been accepted and a pattern of attendance agreed by the Nursery Manager you will receive confirmation via email. Included in the confirmation email will be our terms and conditions (Appendix A) which will need to be signed and returned to the school before your child starts at Nursery. You can return all documents either in person or by email: office@stokenchurchprimary.bucks.sch.uk

9. Absence

It is the responsibility of the parents to inform the school of all absences and provide a reason for the absence. Absences can be reported via the office on 01494 482112 by emailing office@stokenchurchprimary.bucks.sch.uk or via the Parentmail app.

It is the school's responsibility to record all absences in the class registers.

10. Government Funding Absence

If a child is absent at the start of term and the reason is due to sickness, perhaps due to hospitalisation, it is the responsibility of the parents to inform the school. The school will then contact the EY Funding Team where a decision will be made as to whether the child will be funded in these exceptional circumstances and for how long. The parents and the school should not automatically assume the child will be funded in this particular situation. If a parent takes their child on holiday for no more than 4 weeks during the period they are claiming funding for, or if the child is unable to come to you due to illness, then the school will still be funded for that child.

If the child is absent for more than 4 weeks and this is due to family holidays or pilgrimage, then they will not be funded past the 4 weeks and their child's place can be offered another family.

For any illness over 4 weeks, the school will contact the Buckinghamshire Council Funding Team to discuss whether the child will still continue to be funded. The decision will be sent to the school in writing and they will retain this in case it is queried during an audit.

Appendix A – Terms and Conditions

- All applications and patterns of attendance will be agreed and confirmed by the Nursery Manager.
- All parents will be notified at least six weeks prior to a child’s start date.
- Any amendments to the pattern of attendance will need to be discussed with the Nursery Manager at least four weeks before any changes can take place.
- All parents will be allocated a Parent Pay account once their child’s application has been confirmed and they must activate their account within 7 days of being notified.
- All fees are to be paid in advance.
- An invoice of fee’s will be generated at the beginning of each half term and must be paid within 7 days via Parent Pay.
- If fees remain unpaid after 14 days from the invoice date, the child's place will be suspended, and they will not be permitted to attend nursery for their extended provision until all outstanding amounts are cleared.
- All parents must return a completed funding form at least six weeks before their child is due to start at Nursery.
- All funding forms must be submitted to the school at the agreed date set by the Bursar and/or Nursery Manager.
- To change from universal to extended nursery funding, parents need to complete a new Parent Declaration Form, detailing the hours (e.g., 15 Universal + 15 Extended), provide your 11-digit eligibility code from HMRC (starts with 500 or 11), confirm your eligibility dates, and specify how these hours split with any other settings, ensuring all data is updated with your provider. The form must be returned by the agreed date set by either the Bursar and/or Nursery Manager.
- Failure to submit the required funding form for your child by the specified deadline, will unfortunately mean they cannot attend the nursery until the form is received and processed.
- Parents will be required to submit a new Parent Declaration form if they change the number of hours that their child attends our Nursery.
- If a child is absent due to sickness or holiday you will still be charged for any agreed fees.

Child’s name:

Parent’s name:

Parent’s signature:

Date: