# Early Years Charging & Fees policy

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| **Approved by:** | HEADTEACHER | **Date:** | January 2026 |
| **Last reviewed on:** | New Policy | | |
| **Next review due by**: | December 2026 | | |

# Charging & Fees Policy

**Name of Provider:** Salusbury Primary School
**Registered Address:** 103 Salusbury Road, Queen's Park, London NW6 6RG
**Contact Details:** admin@salusbury.brent.sch.uk

## Policy Statement

Salusbury Primary School is committed to providing clear, transparent, and fair information about our fees and charges. This policy complies with the Department for Education (DfE) requirements for early years providers and applies to all families accessing childcare at our setting, including those receiving government-funded early education entitlements.

## Early Education Funding

We offer the following government-funded early education entitlements, subject to eligibility:

- 15 hours universal funded early education for all 3- and 4-year-olds
- Up to 30 hours funded childcare for eligible working parents

Funded hours are delivered in line with local authority guidance and cannot be exchanged for cash.

## Fees for Paid (Non-Funded) Hours

The following fees apply for childcare hours that are **not covered by government funding**:

- **Hourly rate:** £6.75
- **Daily/session rate:** £20.25

Fees are reviewed annually and parents will be given reasonable notice of any changes.

## Additional Charges

Government funding covers **early education only**. The following optional or additional services may be charged:

- Meals: £2.65 per day
- Snacks: not applicable – milk and fruit are paid for by the school
- Consumables: nappies and sunscreen are provided by parents. All other consumables are paid for by the school.
- Special activities or outings: charged at cost, with advance notice

Parents may choose to supply their own consumables where appropriate.

No child will be excluded from funded entitlement because of inability or refusal to pay for optional extras.

## Charges During Funded Hours

We do **not** charge top-up fees to access funded hours.

Any charges applied during funded sessions relate **only to optional extras** and are clearly itemised.

## Invoicing and Payment

- Itemised invoices are issued termly
- Invoices clearly show:
    - Funded hours
    - Paid hours
    - Additional charges
- Payment is due by: paid termly in advance.
- Accepted payment methods: ParentPay, childcare vouchers, Tax-Free Childcare

Receipts are provided upon payment.

## Non-Payment of Fees

If fees are not paid on time:

- Parents will be contacted to discuss the issue
- A payment plan may be offered where appropriate
- Continued non-payment may result in withdrawal of non-funded hours

Funded places will not be withdrawn without following local authority guidance.

## Changes to This Policy

We reserve the right to amend this policy. Any changes will be shared with parents in advance and updated on our website or via written communication.

**9. Queries and Complaints**

If you have questions about fees or charges, please speak to the setting manager. Complaints regarding fees will be handled in line with our Complaints Policy.