



TUPTON PRIMARY & NURSERY ACADEMY

Tupton Primary & Nursery Academy

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Tupton
Chesterfield, S42 6DY
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Headteacher: Katherine Richards

NURSERY CHARGING POLICY

1. Tupton Primary & Nursery Academy:

1.1. The nursery provides sessional and school-hour early education for children prior to starting reception class

1.2. Nursery childcare is available 8.30am – 3.15pm, Monday to Friday, term time only and is closed for teacher training days and in line with the school term dates

2. 15-hour Free Funded Places:

2.1. All children are entitled to a free funded place for 15 hours a week from the term after their 3rd birthday (i.e September, January or Easter intake)

2.2. Funded sessions are from 8.30am – 11.30am, Monday to Friday

2.3. All 5 morning sessions must be attended by each child every week

2.4. No charge will be made to parents/carers for these funded hours

2.5. A funding claim form must be completed by parents/carers at the point of admission. This form must be fully completed and signed by the parent/carer. Failure to return a fully completed and signed form will result in parents/carers being charged, as the school is unable to claim these funded hours and the place revoked

3. 30-hour Fully Funded Places:

3.1. Parents/carers must apply for a 30hour eligibility code online

3.2. An eligibility code must be provided every 3 months by the parent/carer for this entitlement to continue. It is the responsibility of HMRC to notify parents/carers that they are required to re-apply for eligibility and the parents/carers responsibility to notify nursery of the new code

3.3. No charge will be made to parents/carers for the fully funded hours

3.4. There are 2 options for children who are eligible for 30-hour funding:

*Option 1: Monday – Friday 8.30am to 2.30pm, **fully funded***

*Option 2: Monday - Thursday 8.30am to 3.15pm, Friday 8.30am to 11.30am (no afternoon session on Friday), **fully funded***

3.4. Sessions must be pre booked prior to admission by completing a booking agreement. Once booked, sessions cannot be changed until the next half term and will be charged

3.5. If a parent/carer wishes to change their booking, they must contact the school office before the cut-off date the term before to complete a new booking agreement

4. Unfunded Childcare:

4.1. Unfunded childcare relates to additional hours, paid for by the parent/carer, for children who are eligible for 30-hours (this is optional)

4.2. If parents/carers chose, they can book additional hours on a Friday afternoon from 11.30am to 3.15pm

*Option 3: Monday-Friday 8.30am to 3.15pm, 30hrs fully funded **plus an additional charge for 3hrs 45mins per week** (see section 15)*

4.3. Additional hours must be prebooked the half term before the cut-off date

4.4. Half termly invoices will be raised. Payment must be made via our online payments system, Parent Pay, or through a tax-free childcare account

4.5. Payment will still be required for booked sessions even if your child does not attend (see section 9)

4.6. Payment of unfunded hours must be paid for at the beginning of each half term

5. Lunch Arrangements:

5.1. Children who are present over lunchtime will eat lunch at 11.30am

5.2. Children can choose to have a school meal, which will be charged at the normal rate, payable daily via Parent Pay

5.3. If a child is eligible for benefit based free school meals, they can choose to have a school meal free of charge

5.4. Children can choose to bring their own healthy packed lunch

6. Snacks:

6.1. Nursery children currently receive a free funded portion of fruit during each morning session

6.2. Nursery children currently receive a free portion of milk during each morning session, once the parent/carer has completed a consent form

7. Increase in fees:

7.1. If we need to increase fees for unfunded afternoon sessions, we will give you a term's notice (2 half terms)

8. Payment terms:

- 8.1. A deposit or registration fee will not be charged for any funded or unfunded places at the nursery
- 8.2. No 'top-up' fees will be charged to subsidise funded entitlements
- 8.3. Payment of unfunded hours must be paid for at the beginning of each half term
- 8.4. A reminder will be sent if payment is not received and unfunded sessions will be stopped. Charges will still be due for the pre-booked sessions
- 8.5 School meals must be paid for weekly at the beginning of each week
- 8.6 All parents/carers must set up a Parent Pay account upon admission
- 8.7 All payments must be made via Parent Pay. No cash is accepted

9. Absence during funded hours (15 and 30-hour funding):

- 9.1. If your child is absent from nursery there will be no charge for 15 and 30-hour funding
- 9.2. The Headteacher's decision regarding absences is final

10. Absence during pre-booked unfunded hours:

- 10.1. If your child is absent from nursery for any reason and additional hours have been prebooked, this will still be charged

11. Unavoidable school closures:

- 11.1. The school policy and procedures apply. 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 any pre-booked unfunded additional hours as the nursery will still need to cover staffing costs. Funded sessions will not have any additional charges for parents/carers as the school can claim Local Authority funding for short term school closures.

12. Trips and activities:

- 12.1. Nursery may run a small number of trips and activities throughout the year. Due to additional costs to the school, parents/carers will be asked for a voluntary contribution towards the activity for additional resources or trip costs such as coaches and entrance fees. This donation should be made via Parent Pay. No invoice will be raised for this donation.

13. Early Years Pupil Premium (EYPP):

- 13.1. For children who may be eligible for Early Years Pupil Premium (EYPP), parents/carers should complete the relevant section on the funding claim form

13.2. 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

14. Disability Access Fund

14.1. If your child receives Disability Living Allowance, the nursery may be eligible to receive Disability Access funding

14.2. Parents/carers should declare this on the funding form and provide evidence to the school office in order to claim this funding

15. Charges

Description	Cost	Details	How to pay
Mon – Fri 8.30am-11.30am	No charge	All children are eligible for free 15hrs per week	Not applicable
Mon – Fri 8.30am-2.30pm	No charge	Available to children with a 30hr eligibility code	Not applicable
Mon – Thu 8.30am-2.30pm Fri 8.30am-11.30am	No charge	Available to children with a 30hr eligibility code	Not applicable
Mon – Fri 8.30am to 3.15pm	£22.50 per week	30-hours free of charge, additional hours (3hr 45mins) charged at £6 per hour	Parent Pay (at the start of each half term)
Lunch arrangements	£3.25 per meal or no charge	Meal provided by school, no charge if eligible for FSM, no charge if packed lunch brought from home	Parent Pay (weekly at the beginning of each week)

16. Monitoring and review

This policy was approved in: July 2025

This document will be reviewed every year but may be reviewed and updated more frequently if necessary

TUPTON PRIMARY & NURSERY ACADEMY

NURSERY SESSIONS (30hours)

BOOKING FORM

2025/2026

Child's full name: _____

Please tick your requirement and return the form to the school office before the cut-off date.

Option 1: Monday – Friday 8.30am to 2.30pm, **fully funded**

Option 2: Monday - Thursday 8.30am to 3.15pm, Friday 8.30am to 11.30am (no afternoon session on Friday), **fully funded**

Option 3: Monday-Friday 8.30am to 3.15pm, 30hrs fully funded **plus an additional charge of £22.50 per week for the additional 3hrs 45mins**

This booking will continue unless you inform the school office that you wish to make changes. A new booking form will then need to be completed before the cut off dates as below:

	Term dates	Cut-off date
Term 1	Sep 25 to Oct 25	22.07.25
Term 2	Nov 25 to Dec 25	15.10.25
Term 3	Jan 26 to Feb 26	10.12.25
Term 4	Feb 26 to Easter 26	04.02.26
Term 5	Easter 26 to May 25	18.03.26
Term 6	Jun 26 to Jul 26	13.05.26

Parent/carers are required to have read the Nursery Charging Policy. By signing this form, you agree that you have read and understood all the terms and conditions. Any queries should be cleared up before signing.

Child's name: _____

Signature: _____ Date: _____

Print name: _____