

Charles Dickens Primary School and Nursery

Charging Policy

1. Introduction

This policy explains how nursery fees are charged for children attending Charles Dickens Primary School and Nursery. It sets out session times, charges, funded childcare, settling-in arrangements, payments, absences and booking changes so that families clearly understand their financial commitment.

All fees are reviewed annually and parents will be informed in advance of any changes.

2. Term-Time Only Provision

The nursery operates during school term time only. We follow the school term dates published on the school website. <https://www.charlesdickens.southwark.sch.uk/about-us/term-dates-2026-27>

The nursery is closed during school holidays and bank holidays. Fees are charged for all booked sessions during term time.

3. Funded Childcare

Government-funded childcare is available for eligible families (15 or 30 hours). Funded hours apply to core nursery sessions only and do not cover breakfast club, after school club, extended hours or settling-in sessions. Parents are responsible for applying for, renewing and maintaining eligibility. If funding is withdrawn or expires, full fees become payable.

Find out more about funded childcare options here:

<https://beststartinlife.gov.uk/eligibility-checker/>

4. Settling-In Arrangements

When your child joins the nursery, a settling-in plan will be agreed and communicated to you by the Room Leads.

5. Charges by Age Group

Dot's Den (9 months–2 years): Open Monday–Thursday, 8:30am–4:00pm. Non-funded rate £90 per day. Breakfast Club 8:00–8:30am: £8 per hour.

Tiny Tim (2–3 years): Full day 8:30am–3:00pm (£60). Half day 8:30am–11:45am (£30). Breakfast Club £8 per session. After School Club 3:00–5:30pm £20 per session. Fruit and cooking ingredients charged at £1 for a full day, £0.50 for a half day.

Trotwood (3–4 years): Core day 8:30am–3:00pm (£55). Part-time options available at £27.50 (half day is 8.30-11.45). Breakfast Club and After School Club charges apply as above. Fruit and cooking ingredients charged at £1 for a full day, £0.50 for a half day.

Please note that if your child attends the first half of the week (Part time 1, Monday – Wednesday), there is an option to pay for additional private hours from 1030-1pm, the cost is £20. Should you wish your child to attend a full day on Wednesday, if you are in receipt of 15 free hours government funding, the additional private paid hours from 1030-3pm is £45.

Lunch charges per day: £2.78 (Southwark funding covers 3 lunches per week)

Consumables are charged at £1 per day or 50p per half day to ensure there is a constant supply of sensory manipulatives.

6. Absence and Holidays

Fees are charged for all booked sessions, including periods of illness or holidays. Non-attendance does not reduce fees.

7. Payment of Fees

Fees must be paid one month in advance. Invoices must be paid within one week of receipt, otherwise your child's place may be withdrawn and you are still liable for any outstanding fees.

8. Changes to Bookings

Any changes must be requested using a Change of Booking Form obtained from your child's key worker. Forms are submitted to the Finance Office. A minimum of four weeks' notice is required.

9. Late Collection

Late collection could incur an additional cost of £1 per minute past the child's scheduled collection time. The school's clock in the main office will be used to determine the correct charge.

10. Review of Policy

This policy is reviewed annually. You will be given up to a terms notice if any changes are made.

11. Parent Declaration

I confirm that I have read, understood and agree to the Charging Policy for Charles Dickens Primary School and Nursery.

Child's Name: _____

Parent/Carer Name: _____

Signature: _____

Date: _____

