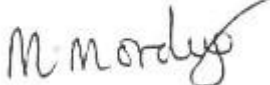


# ILCHESTER COMMUNITY PRIMARY SCHOOL



## Early Years Fees Policy 2026-2027

<b>Reviewed</b> March 2026		<b>M Mordue</b>	<b>Headteacher</b>	<b>Review</b> March 2027
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This fees policy has been written in consultation with staff and governors and forms part of Ilchester Community Primary School's Early Years Department's contract with their parents and carers.

Fees are reviewed yearly at the end of the spring term, with any changes coming into effect in the following autumn term. This allows for a term's notice of any potential increases. Whilst we endeavour to review fees within the time frame allocated, we do reserve the right to review them on alternative occasions.

The Early Years Department operates a service which is fair and competitively priced. We aim to make learning irresistible for all whilst providing a service that is good value for money.

### Fee Structure

Our Early Years Department is a term-time only setting and is open Monday to Friday for 38 weeks of the year. Our session times are as follows:

Breakfast Session	Morning Session	Afternoon Session	Tea Time Session
7.45am – 9.00am	9.00am – 12.00pm	12.00pm – 3.00pm	3.00pm – 5.00pm

### Fee Rates

From September 2026, we charge **£6.00** per hour for children ages **3 – 4 years** and **£7.90** per hour for children aged **2 years**. The price difference is reflective of the staffing ratios required to support our younger children. We endeavour to keep our unfunded session fees in line with the Early Years Entitlement funding amounts in order to ensure fairness with any increases in fees rounded to the nearest 5 pence.

**Our fees are calculated on a termly basis and are usually paid in total or in monthly instalments as detailed within the invoice (Appendix F).** The two-year-old hourly rate will be charged until the term after the child turns three; at that point the cost will reduce to the rate charged for three and four-year olds. An alternative payment plan can be arranged if required for example paying weekly or fortnightly; although this must be arranged in advance with the Pre-School administrator. All fees charged relate to those hours not funded by the Early Years Entitlement (EYE). Should a session last longer than the EYE available, parents or carers will be required to pay for the part of the session that exceeds the EYE.

## Early Years Entitlement (EYE) - Universal and Extended Entitlement Hours

Our Early Years Department is in receipt of Early Years Entitlement funding. Funded hours are available to children in the term after they turn three. Children remain eligible until the end of the funding period before they start school or until the end of the funding period of their fifth birthday. Parents or carers can claim 570 hours within each funding period (the three terms after the child's third birthday). A maximum of 10 hours per day can be claimed. Claims are capped at a maximum of 15 hours per week. In addition, working parents of 3 and 4-year old children can claim an additional 570 hours using the extended entitlement hours, this totals 1140 funded hours available over the year. **In order for the setting to claim any EYE we will require a copy of your child's birth certificate and the completed parent declaration form.** You will then be required to complete a funding form (Appendix A) for every term that you wish to claim. Extended funding can be claimed across three settings including our own and remains up to a maximum of 15 hours per week, and any hours above this are charged at the current rate.

Our setting can also accommodate 2-year funded children.

Further information regarding eligibility and how to apply can be sought from the setting or via <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds-claim-benefits> or <https://www.gov.uk/apply-free-childcare-if-youre-working>

All fees charged relate to those hours not funded by the Early Years Entitlement. Should a session last longer than the EYE available, parents will be required to pay for the part of the session that exceeds it.

### Payment Methods

Fees can be paid by ParentMail, cheque or by cash. We can also accept payments from your TaxFree Childcare account. For further information, or to use Sodexo or KiddiCare vouchers, please speak to the Pre-School administrator.

If you receive Universal Credit, you may be able to get help towards the cost of childcare. For further details, visit <https://www.gov.uk/guidance/universal-credit-childcare-costs> or phone 0800 328 5644. To check your eligibility for all of the options available to you please visit the Best Start in Life website [Best Start in Life - Best Start in Life](#).

Eligible Service personnel (Tri-Service) are been able to apply for up to 20 hours of additional funding per week. For more information on all childcare support, see <https://www.gov.uk/guidance/childcare-for-service-children>. Service families can check if they are eligible and how to claim wrap around childcare (WAC) funding by visiting the [Discover My Benefits website](#).

The funding covers WAC for children from 4 – 11years old attending before and after school clubs in the UK during term time only (39 weeks per year).

### **TaxFree Childcare account**

Using the TaxFree Childcare offer, eligible people can also claim up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year). Those claiming Tax-Free Childcare will set up an online childcare account for their child. For every £8 paid into the account, the government pay in £2 to pay your childcare provider.

TaxFree Childcare can be claimed at the same time as the 30 hours free childcare if you're eligible. For further information visit this link <https://www.gov.uk/tax-freechildcare>

### **Additional Charges**

A morning snack is currently provided free of charge. Parents and carers are charged an additional fee of **£3.50** per day for the cost of hot lunches. It is possible to opt out of this, and provide your own packed lunch in accordance with the school's food policy if you wish.

Any trips out of the setting will be at an additional cost according to the nature of the trip. Parents are also asked to provide their own nappies and sun cream.

Finally, as a setting we do not charge retainer fees or deposits.

### **When Fees Are Payable**

Fees are payable for any booked sessions **in advance**. When a child is absent (for illness or a holiday), fees are still payable as running costs still apply and a place is already booked for them. In the event of a long-term absence (in excess of 6 weeks), funding can no longer legally be claimed and fees may be waived but this is at the discretion of the Headteacher and is dependent on the individual circumstances.

Emergency closure days due to unforeseen circumstances are not subject to charge in accordance with 'Somerset Council's Code of Practice'. In the event of an emergency closure, the Early Years Department will open another day to counteract the closure day. During significant periods of closure due to national or local issues, fees will not be chargeable and no additional sessions will be offered to counteract this.

Fees are not charged for bank holidays or INSET days.

### **Termination of the Contract**

The setting reserves the right to terminate the contract without notice in the unlikely event of unsuitable behaviour from parents or non-payment of fees. On such occasions, the non-payment procedure would be implemented; and at all other times 4 weeks' notice (term-time) will be given in writing.

If you wish as parents or carers to end your contract, 4 weeks' notice must be given to the setting in writing (Appendix B) in order to terminate your child's place. During that 4-week period, all fees will be payable and EYE funding will continue to be claimed.

## **Invoices**

We endeavour to provide invoices and receipts that are clear, transparent and itemised in order to clearly demonstrate the EYE. Parents will receive dated invoices by hand, in their child's tray or, during potential periods of closure, via e-mail or in the post. Invoices will be given during the first week of the term outlining each monthly payment. The invoice will outline the hourly rate and any additional hours charged.

They will also calculate the EYE funding hours claimed (Appendix F). If late payment charges are applicable these will be calculated within a new invoice.

## **Changes to Session Hours**

If the setting wishes to change the session hours available to parents, the school's governors will be consulted and parents will be given a half-term of notice in writing. Session hours may change if running costs to the setting increase, wages increase, rent or utilities increase. If parents wish to discuss any changes, they may contact the Head-teacher.

If a parent or carer wishes to increase the hours their child attends the setting with immediate effect, they must contact the Pre-School administrator. Under these circumstances a place cannot be guaranteed. The setting will endeavour to fulfil your request, however any allocations will be dependent on the waiting list and number of children already attending the setting during those hours. If a longer notice period is given, places can be accommodated more easily using the same process. An 'increase or decrease in hours' form (Appendix C) must be completed on **every occasion** that a change to hours is sought. Increase or decrease in hours forms are available directly from the Pre-School.

When an individual change of hours is agreed, parents or carers will receive a letter notifying them of any changes and the date that their new hours will start.

## **Notice Period to Cancel Child's Place**

Should a parent or carer wish to cancel or decrease their child's hours from the setting, a notice period of 4 weeks, term time, is required. Failure to give adequate notice means the place cannot be re-allocated and therefore you will be charged or funding will be claimed for all sessions. Only in exceptional circumstances, and at the Headteacher's discretion, will this period of notice be waived. Any notice must be given in writing and addressed to the Pre-School administrator.

## Late Collection Fee

It is vital that children are picked up on time and within their allocated session due to the setting's legal requirement to maintain staff ratios. On occasions when children are collected late these ratios may be compromised. Late collection of each child will be charged at £5 per 15 minutes, with a minimum charge of £5. These charges will be determined by the staff's signing in and out records. An invoice will be issued and is payable upon receipt. If a parent has informed staff that they will be delayed, a 15-minute window will be allowed before charges come into effect. **This should only occur in exceptional circumstances, and frequent occurrences will be treated as an abuse of this facility and charges will be incurred at a rate of £5 per 15 minutes.**

## Non or Late Payment of Fees

**Fees are payable in advance** by the date indicated on the invoice. A payment plan can be requested, but must be made in writing and given to the Pre-School administrator before the first payment is due. If fees are not paid by the date set out on the termly invoice, a reminder will be issued. Payment is to be made within 4 working days of this reminder. If payment is made no further charges or action will be taken.

Procedure for non-payment of fees is as follows:

1. If fees are not paid, a reminder letter will be issued. Payment must be made within 4 working days of the reminder. If payment is made, no further action will be taken.
2. If the outstanding payment is not made within 4 days, a £10 administration fee will be charged. This will be outlined within a letter which will give a further 7 days' grace to pay the outstanding fees. If payment is made, no further action will be taken.
3. A meeting between the Headteacher and the parent or carer will be set up to discuss a payment plan. This meeting will be scheduled within a week of the outstanding invoice. A payment plan will be agreed, stating the amount, the time period and the default procedure of what will happen if payment is missed. The payment plan is signed and a copy retained by both parties.
4. If payments are not received at this time, all unfunded hours attended by the child will be withdrawn with immediate effect, and the setting will seek to recover unpaid fees via the Small Claims Court inclusive of costs. A request for an extension can be sent to the Headteacher in exceptional circumstances.

## How to Claim Free Childcare

From 1 September 2025, the amount of government-funded childcare for eligible working parents in England, doubled from 15 to 30 hours for children under 2-years-old. This means that all eligible children can access 30 hours of government-funded childcare from the term after they turn 9-months-old until they start school.

From 1 September 2025, parents have been able to visit the new online [Best Start in Life parent hub](#), bringing together trusted information and support for parents from pregnancy through their child's early years, including childcare and early years education and beyond. It will also include the online eligibility checker, previously available on the Childcare Choices website, to help parents check their eligibility for childcare support.

### 15 and 30 hour funded childcare schemes explained

Parents working between the equivalent of 16 hours a week at [National Minimum Wage](#) (£203 per week or £10,575 a year from April 2026) and £100,000 adjusted net income may now be eligible for 30 hours of funded childcare for their children aged at least 9 months. Places are funded from the term after your child turns 9 months old.

If you are not eligible for 30 hours of funded childcare, your child may be eligible for 15 hours instead. All parents of children aged 3 to 4 in England can access a universal offer of 15 hours of government-funded early education from the term after their child turns 3. It doesn't matter how much you earn or how many hours you work.

Parents of 2-year-olds can also access 15 hours a week of funded early education if they receive additional forms of support. This includes support like being on Universal Credit and earning less than £15,400 a year, or if your child has an Education, Health and Care Plan, or has been looked after by a local authority. Places are funded from the term after a child turns 2.

For all these schemes, the childcare provider must be approved – so informal providers such as grandparents don't count.

The funding covers up to 15 or 30 hours of early education and childcare a week for 38 weeks a year. You may be able to spread this funding over more than 38 weeks a year if you take fewer hours over more weeks. You should check with your childcare provider to find out if this is something they offer.

Some providers may ask you to pay for costs to cover extras like meals, nappies or trips. Ask your provider what extras they offer.

Eligibility depends on whether you're working, your income, your child's age and circumstances, and your immigration status. Full details about eligibility requirements can be found [here](#).

## **The application process for working parents**

To apply for 30 hours government-funded childcare, you can sign into your account [here](#). You'll need your Government Gateway user ID to log in. Before starting your application, you may find it helpful to find your child's birth certificate (if you have one available), and your national insurance number.

You can apply from when your child is 23 weeks old. When you can get your hours from, will depend on the date your child turns 9 months old.

## **What do I need to do if I previously claimed 15 hours of funded childcare as a working parent?**

If you previously claimed 15 hours and you (and your partner, if you have one) still meet the eligibility criteria, you can keep reconfirming as normal and if you're still eligible, your eligibility code can be used for 30 hours.

You'll need to confirm your details are up to date in the usual way and you need to agree with your childcare provider in advance how many hours you are using from September. If you'll be using the hours with a new childcare provider, give the code to your childcare provider once you have agreed with them how you would like to use your 30 hours entitlement.

It's important to remember that codes need to be reconfirmed every 3 months, so parents may need to reconfirm before taking up their offer.

## **How to claim your 15 hours entitlement**

If your child is aged 3 or 4, you can access the universal 15 hours of government funded early education and childcare without making an application yourself. Your childcare provider will handle this for you automatically. You'll simply need to:

- Show them a copy of your child's birth certificate
- Sign a declaration form

For parents of 2-year-olds who receive additional forms of support (such as Universal Credit), you should contact your local council to apply for the 15-hour scheme. Your child becomes eligible from the term after they turn 2 or 3, and the support continues until they start reception class.

You may also be interested in:

- [Everything you need to know about childcare support](#)
- [Best Start in Life parent hub](#)

## When to apply for free childcare

You can apply from when your child is 23 weeks old.

<b>When your child is 9 months old</b>	<b>When you can get your hours from</b>	<b>When to apply</b>
<b>1 September to 31 December</b>	Term starting on or after 1 January	The term before 1 January
<b>1 January to 31 March</b>	Term starting on or after 1 April	The term before 1 April
<b>1 April to 31 August</b>	Term starting on or after 1 September	The term before 1 September

Check with your childcare provider to find out the exact date your free childcare starts.

You must apply for a code by the end of the month before a new term starts. For example, if the term starts on 1 September you must apply by 31 August. Providers may ask for a code before this deadline.

Check with your childcare provider to find out the exact date your free childcare starts.

If you're returning to work or starting a new job

The date you start or return to work will affect when you can apply for free childcare.

<b>Date of starting or returning to work</b>	<b>When you can get your hours from</b>	<b>When to apply</b>
<b>1 May to 30 September</b>	Term starting on or after 1 September	1 April to 31 August
<b>1 October to 31 January</b>	Term starting on or after 1 January	1 September to 31 December
<b>1 February to 30 April</b>	Term starting on or after 1 April	1 January to 31 March

Parents and carers should apply for funding and if successful a DERN code (Department of Education Reference Number) will be issued to them. This code should be presented to the Pre-School so that the appropriate consent form (obtained from administrator) and funding entitlement form (Appendix A) can be completed. This code will then be verified by the Pre-School with Somerset Council in order for funding to be accessed. It is important to note that **extended funding must be applied for the term before it is due to commence (see table below for guidance).**

### **The 'Stretched' Offer**

Our Early Years Department accepts the 'stretched' offer where we can use a child's 570-hour funding allocation and stretch it across the whole year. This means that fewer than 15 hours can be claimed per week and it reduces the number of hours allocated per week. It does however allow parents and carers to spread their entitlement over more weeks.

An example of how the entitlement can be stretched is as follows:

We are allocated 210 hours for the autumn term which equates to 15 weeks however we are often open for additional days during this time. Moreover, during the spring term, we are allocated 165 hours which equate to 11 weeks but we are often open for fewer weeks than this. By stretching, parents can stretch the unused days from the spring term and move them to the autumn term, therefore avoiding an additional invoice.

**Grace Period (extended entitlement only)**

A grace period will be allocated when a child's parents cease to meet the eligibility criteria set out in the Childcare Regulations 2016; this is determined by HMRC or a First Tier Tribunal in the case of an appeal. Parents will only be able to claim the extended entitlement while they remain eligible. If a parent ceases to be eligible at the end of the grace period, the child will only be eligible for the universal entitlement. At this point any additional hours above the universal hours will be payable to the Pre-School.

**APPENDIX A****Working/Supported Families – Consent Form**

Thank you for your enquiry about accessing your Working Family Childcare entitlement place with **Ilchester Primary Community School's Early Years Department**.

Before confirming the place, the eligibility code needs to be verified with Somerset Council. Please complete and sign this form to confirm that you agree to the checks being made:

<b>Child's Legal Name:</b>		<b>Known as (if different from legal name):</b>	
<b>Child's Date of Birth:</b>		<b>Parent/Carer 1 Name:</b>	
Parent/Carer 1 National insurance Number:		Parent/Carer 1 Contact Number and/or e-mail address:	
<b>Parent/Carer 2 Name:</b>		<b>Parent/Carer 2 National insurance Number:</b>	
<b>Parent/Carer 2 Contact Number and/or e-mail address:</b>		<b>Eligibility code (DERN). (This is an 11-digit code beginning with 500):</b>	
<b>If you are looking at claiming the 30 hours with any other childcare providers, please list them here:</b>			

- I confirm that the above information is correct.
- I confirm that I have read the information on this form.
- I consent to the Provider named above and Somerset Council using this information to verify my eligibility for the Working Families Childcare and the Provider will be notified of the result of the check.'
- I understand that the information will be held electronically.
- I understand that if I am eligible, the Local Authority will continue to check my eligibility and if they are notified that I am no longer eligible, they will inform my Provider.
- I understand that if I am no longer eligible, I will have to pay for any additional hours above the universal Early Years Entitlement after the Grace Period has expired.
- I confirm I have read the Privacy Notice overleaf.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPENDIX B**

**Cancellation of Space Form**



**Child's Name:**

**I hereby give four weeks' notice to cancel the following sessions:**

	<b>Breakfast</b> 7.45am – 9.00am	<b>Morning</b> 9.00am – 12.00pm	<b>Afternoon</b> 12.00pm – 3.00pm	<b>Tea Time</b> 3.00pm – 5.00pm
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				

**I confirm that I want to cancel the sessions stated above. As per the current fees policy, I understand that Ilchester Community Primary School's Early Years Department will still charge/claim funding during the four week notice period.**

<b>Signed:</b>		<b>Staff Signed to authorise:</b>	
<b>Date:</b>		<b>Date:</b>	

**APPENDIX C**

**‘Existing Child’ Application for New Hours**



**Child’s Name:**

**Date of Birth:**

**I would like to increase/change my child’s sessions to those indicated below:**

**Date I would like changes to commence:**

	<b>Breakfast</b> 7.45am – 9.00am	<b>Morning</b> 9.00am – 12.00pm	<b>Afternoon</b> 12.00pm – 3.00pm	<b>Tea Time</b> 3.00pm – 5.00pm
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				

**Applications made four weeks in advance of the session being needed will be added to our current waiting list. You will receive written confirmation from Ilchester Community Primary School’s Early Years Department regarding the changes, and the date that your new hours will commence. In the event that the hours are not available, you will either receive a phone call or notification in writing offering any alternative sessions that may be available. You will also be given the option to be added to the waiting list and will be contacted as and when the sessions become available. I understand that any sessions not covered by funding will be charged at the current rate.**

<b>Signed:</b>		<b>Staff Signed to authorise:</b>	
<b>Date:</b>		<b>Date:</b>	

**APPENDIX D**

**‘One Off Session’ Booking Form**



**Child’s Name:**

**Date of Birth:**

**I would like to increase/change my child’s sessions to those indicated below:**

**Week Commencing:**

	<b>Breakfast</b> 7.45am – 9.00am	<b>Morning</b> 9.00am – 12.00pm	<b>Afternoon</b> 12.00pm – 3.00pm	<b>Teatime</b> 3.00pm – 5.00 pm
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				

**You will receive written confirmation from Ilchester Community Primary School’s Early Years Department regarding the changes, and the date that your new hours will commence. In the event that the hours are not available, you will either receive a phone call or notification in writing offering any alternative sessions that may be available. You will also be given the option to be added to the waiting list and will be contacted as and when the sessions become available.**

**I understand that any sessions not covered by funding will be charge at the current rate.**

<b>Signed:</b>		<b>Staff Signed to authorise:</b>	
<b>Date:</b>		<b>Date:</b>	

**APPENDIX E**

**'New Child' Application Form / Waiting List Request**



<b>Child's Name:</b>	
<b>Date of Birth:</b>	
<b>Parent's Name:</b>	
<b>Address:</b>	
<b>Contact Number:</b>	
<b>Email address:</b>	

**Date you would like your child to start:**

**Please indicate below the days/session you would be interested in:**

	<b>Breakfast</b> 7.45am – 9.00pm	<b>Morning</b> 9.00am – 12.00pm	<b>Afternoon</b> 12.00pm – 3.00pm	<b>Teatime</b> 3.00pm – 5.00pm
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				

Unfortunately, we are unable to guarantee that you will be allocated the sessions that you have expressed an interest in, we will endeavour to accommodate your request. If other spaces are available you will be offered these as an alternative. Ilchester Community Primary School's Early Years Department accepts children from the ages 2 to 5 years and accepts 2, 3 and 4 year old funded children for 15 and 30 hours where applicable. Again, we are unable to guarantee availability for all funded hours however, we will endeavour to fulfil your requirements.

I understand that this form does not guarantee a space at Ilchester Community Primary School's Early Years Department and that each application is considered individually. I understand that there is a waiting list in operation and my request will be considered in date order. I agree to the setting's Fees Policy and Admission Policy.

Signed:

Printed Name:

Date:

**APPENDIX F**  
**2-year-old invoice example**



**Ilchester Community Primary School**  
**Early Years Department Invoice**

Illustrious Crescent  
 Ilchester BA22 8JX  
 01935 840328

[earlyyears@ilchester.ppat365.org](mailto:earlyyears@ilchester.ppat365.org)

D-U-N-S Number  
 642508360

Child's Name

Invoice no:

Your invoice is based on the following hours per week:

Mon	3	Tues	3	Weds	3	Thurs	3	Fri	3	Total	15
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Closure Days: \_\_\_\_\_ Half Term Holiday: \_\_\_\_\_

Date September 2025

Summer Term	Hours Booked	Universal Funded Hours	Additional Funded Hours	Hours to be paid for	£ per hour	Additional Charges £3.50 per day (Optional)	Total
	18	15	0	3	£ 7.90	£ 17.50	£ 41.20
	18	15	0	3	£ 7.90	£ 17.50	£ 41.20
	15	15	0	0	£ 7.90	£ 14.00	£ 14.00
	18	15	0	3	£ 7.90	£ 17.50	£ 41.20
	18	15	0	3	£ 7.90	£ 17.50	£ 41.20
HALF-TERM							
	18	15	0	3	£ 7.90	£ 17.50	£ 41.20
	18	15	0	3	£ 7.90	£ 17.50	£ 41.20
	18	15	0	3	£ 7.90	£ 17.50	£ 41.20
	18	15	0	3	£ 7.90	£ 17.50	£ 41.20
	18	15	0	3	£ 7.90	£ 17.50	£ 41.20
	18	15	0	3	£ 7.90	£ 17.50	£ 41.20
	18	15	0	3	£ 7.90	£ 17.50	£ 41.20
	6	6	0	0	£ 7.90	£ 7.00	£ 7.00
		186	0	33			£ 474.20
		Total Funded Hours: 186					

**Payable, weekly, monthly or termly**

Our fees are calculated on a termly basis and need to be paid in total for the term or in the instalments as detailed within the invoice

Please note that there is an additional charge of £3.50 per day towards the cost of meals unless you opt out prior to your start date

Payable by ParentMail/Cash

**We accept Childcare Vouchers and Tax-Free Childcare Payments**

If you make Tax-Free Childcare Payments please advise the Administrator of the reference/date/amount paid

To be paid by 30 April	
To be paid by 31 May	
To be paid by 30 June	

£0.00

# APPENDIX F

## 3- and 4-year-old invoice example



### Ilchester Community Primary School Early Years Department Invoice

Illustrious Crescent  
Ilchester BA22 8JX

01935 840328

[earlyyears@ilchester.ppat305.org](mailto:earlyyears@ilchester.ppat305.org)

D-U-N-S Number  
642508360

Child's Name

Invoice no:

Your invoice is based on the following hours per week:

Mon	3	Tues	3	Weds	3	Thurs	3	Fri	3
Total									15

Closure Days:

Half Term Holiday:

Date September 2025

Summer Term	Hours Booked	Universal Funded Hours	Additional Funded Hours	Hours to be paid for	£ per hour	Additional Charges £3.50 per day (Optional)	Total
	18	15	0	3	£ 6.00	£ 17.50	£ 35.50
	18	15	0	3	£ 6.00	£ 17.50	£ 35.50
	15	15	0	0	£ 6.00	£ 14.00	£ 14.00
	18	15	0	3	£ 6.00	£ 17.50	£ 35.50
	18	15	0	3	£ 6.00	£ 17.50	£ 35.50
HALF-TERM							
	18	15	0	3	£ 6.00	£ 17.50	£ 35.50
	18	15	0	3	£ 6.00	£ 17.50	£ 35.50
	18	15	0	3	£ 6.00	£ 17.50	£ 35.50
	18	15	0	3	£ 6.00	£ 17.50	£ 35.50
	18	15	0	3	£ 6.00	£ 17.50	£ 35.50
	18	15	0	3	£ 6.00	£ 17.50	£ 35.50
	18	15	0	3	£ 6.00	£ 17.50	£ 35.50
	6	6	0	0	£ 6.00	£ 7.00	£ 7.00
		186	0	33			£ 411.50

Total Funded Hours: 186

Payable, weekly, monthly or termly

Our fees are calculated on a termly basis and need to be paid in total for the term or in the instalments as detailed within the invoice

Please note that there is an additional charge of £3.50 per day towards the cost of meals unless you opt out prior to your start date

Payable by ParentMail/Cash

We accept Childcare Vouchers and Tax-Free Childcare Payments  
If you make Tax-Free Childcare Payments please advise the Administrator of the reference/date/amount paid

To be paid by 30 April	
To be paid by 31 May	
To be paid by 30 June	

£0.00



### **Privacy Notice (How we use your personal data)**

Preston Primary Academy Trust needs to use data on children and families in order to be able to keep you safe and deliver the best care possible. Only essential data is held, and we always follow the law when we collect use, store and share your data.

You have a legal right to be informed about how the Nursery uses any personal information that we hold about you. This privacy notice explains how we collect, store and use personal data about you.

Preston Primary Academy Trust is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact' below).

### **The personal data we hold about you and your child**

We hold some personal information about you and your child to make sure we can help you learn and look after your child when they attend our Nursery.

This information includes but is not limited to:

- Name
- Date of birth
- Home address
- Phone number
- Personal email address
- National Insurance number
- Payment details
- Emergency contact details
- Attendance

- Observation, planning, and assessment records for your child which may include photos and videos to record progress
- Records relating to care for your child
- Accidents and injury details for your child
- Records relating to any incidents or concerns
- Relevant medical information such as allergies
- Ethnicity, for equal opportunities monitoring
- 

### **Why we use this data**

We use this data to help run the Nursery, including to:

- Meet the needs of your child and ensure they are progressing in their development
- Keep your child safe
- Get in touch with you when we need to
- Enable you to book hours of childcare and receive the appropriate funding
- Track how well the Nursery as a whole is performing

### **Our legal basis for using this data**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing your information are:

- we have a contract with you to provide childcare (*Article 6(1)(b) of UK GDPR*)
- we need to comply with the law (*Article 6(1)(c) of UK GDPR*)

Sometimes, we may also use your personal information where:

- you have given us permission to use it in a certain way (*Article 6(1)(a) of UK GDPR*)
- we need to protect your interests (or someone else's interest) e.g., in a life-or-death situation (*Article 6(1)(d) of UK GDPR*)

We may also collect and use information about your health or other protected characteristics such as your religion or ethnicity. These are special categories of personal information, and we will only collect and use it when it is necessary to fulfil our work with you. The legal basis here is *Article 9(2)(i) of UK GDPR*.

Where we have got permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### **Collecting this information**

While in most cases you must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### **Data sharing**

We do not share personal information about you or your child with anyone outside the Nursery without permission, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

<b>Who we share with</b>	<b>Why we share</b>
Our local authority	For funding and monitoring reasons, such as equal opportunities and update of funded hours. We may also seek support from LA teams such as the SEN support service
Regulatory bodies e.g. Ofsted	To ensure compliance and the safety and welfare of children
Schools after you leave our Nursery	To ensure a successful transition by transferring information about your child's progress and current level of development
Health and social welfare organisations	When completing necessary referrals in order to support your child's learning and development

### **International transfers of personal data**

We have audited where we store all the personal data processed in the Nursery and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the Nursery.

## **How we store this data**

We will keep personal information about your child while they attend our Nursery. We may also keep it after they have left the Nursery where we are required to by law. If you move to a new Nursery, we will transfer information to your next setting.

Our record retention schedule/records management policy is based on the National Day Nurseries Association guidance and sets out how long we keep information about children.

## **Your rights**

### **How to access personal information we hold about you and your child**

You can find out if we hold any personal information about you and your child, and how we use it, by making a 'subject access request'.

### **If we do hold information about you, we will:**

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from
- tell you who it has been, or will be, shared with
- 

### **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- say that you don't want it to be used if this would cause, or is causing, harm or distress
- stop it being used to send you marketing materials
- say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- claim compensation if the data protection rules are broken and this harms you in some way
- let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact our Data Protection Officer (see 'Contact').

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.

- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

## Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

Complaints can be submitted in any format, but it would help us, if you submit them via:

- **Email:** [gdprcomplaints@ppat365.org](mailto:gdprcomplaints@ppat365.org) or [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)
- **Post:** GDPR Complaints, Preston Primary Academy Trust, Kingfisher Drive, Yeovil, Somerset BA22 8FJ
- **Phone:** 01935 676350

You can also complain to the Information Commissioner's Office in one of the following ways:

- report a concern online at <https://ico.org.uk/concerns/>
- call 0303 123 1113
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

Last updated March 2026