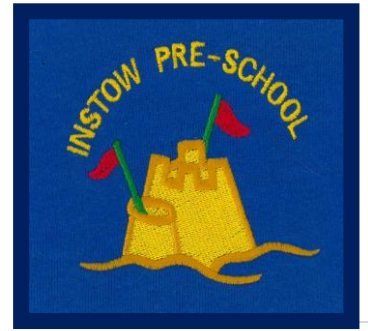


Instow Community Primary and Pre-School Charging Policy – Sept 2025



The Pre-school is open 5 days per week from 08.45-14.45/15.15, term time only.

We offer morning, afternoon or all-day sessions. A morning session is from 08.45-11.45, an afternoon session is from 11.45-14.45 and an all-day session is from 08.45-14.45. There is the option to stay on at the end of the afternoon session for an additional 30 minutes and leave at 15.15. This time coincides well for those children who also have siblings at the school.

Children can start Pre-school from the half term of their 3rd birthday, un-accompanied by an adult. However, some parents like to integrate their children at a gentle pace and will stay with their child in order to settle them in. Some children have already been to a Nursery/Child-minder, or left with a relative and are quite happy to be left. It is up to each family to make the choice

All children receive up to 15 hours free Early Years Funding per week (570 hours over 38 weeks of the year) from the term after their third birthday. Some working families may be able to claim an additional 15 hours of free funding per week giving them 30 hours of free Early Years Funding per week (1140 hours over 38 weeks of the year) subject to eligibility. Please refer to the HM Government website www.childcarechoices.gov.uk.

Recent changes:

- From **April 2024**, eligible working parents in England with children aged 2 - access to 15 hours childcare
- From **September 2024**, the 15 hours childcare offer expanded to eligible working parents in England with children between 9 and 23 months old
- From **September 2025**, eligible working parents in England with children between 9 months up to school age - access to 30 hours childcare.

The school year is slightly longer than 38 weeks, so if your child has accessed all their funded hours during the autumn and spring terms, they will have used their full entitlement of hours before the summer term ends. This will mean that some of their hours during the summer term will be charged at the hourly rate detailed below. We will let you know during the first part of the summer term how many funded hours your child has available for the remainder of the school year and how many hours you may have to pay for.

AS AT SEPTEMBER 2024 - OUR CHARGES ARE:

TWO YEAR OLDS	£5.50 PER HOUR
THREE YEAR OLDS	£5.00 PER HOUR
FOUR YEAR OLDS	£5.00 PER HOUR

Those parents who wish their children to remain in preschool until 15.15 instead of 14.45, in an all-day or afternoon session, will be charged for the additional 30 minutes as follows:

2-year-old child	£2.75
3/4-year-old child	£2.50

Hours can be claimed from your Early Years funding entitlement if available for you. Please ask about this.

Children staying all day, or attending for an afternoon session, will need to bring a packed lunch and drink unless having a cooked school meal. Please place a freezer cooler pack in your child's packed lunch bag to ensure that food remains chilled. The cost of a freshly cooked school meal is £2.60 which includes a main meal and dessert.

We kindly ask our Pre-school families if they would make a termly voluntary contribution which goes towards the cost of purchasing our daily healthy snacks and materials for additional activities. This does not cover the school dinners.

TERMLY VOLUNTARY CONSUMABLES CHARGE IS:

FOR CHILDREN ATTENDING THREE OR MORE SESSIONS PER WEEK	£12.00 per term
FOR CHILDREN ATTENDING TWO OR LESS SESSIONS PER WEEK	£10.00 per term

INFORMATION FOR FAMILIES WITH THREE CHILDREN ATTENDING PRE-SCHOOL

For the third child in pre-school, whether	£3.00 per hour =
third in a pre-school aged family	£9.00 per session
or third of triplets, for example.	08.45 – 11.45
	or 11.45 – 14.45.

The Pre-school is registered with Devon County Council for Two-Year-Old Funding. Depending on financial status some parents may be able to claim this funding for their 2-year-old. To find out if you qualify you will need to visit www.devon.gov.uk/twoyearoldfunding or call 0345 155 1013

All extra hours will be charged for.

All absences will be charged for, as the running costs of the pre-school remain the same, unless the child requires a hospital stay.

Pre-school sessions must be booked in at the start of each term. Provision for additional hours on a day-to-day basis can be made providing that spaces are available.

Please read the GRANT FUNDING POLICY as there is strict criteria on what can be counted as NON-ATTENDANCE, by Devon County.

All absences must be signed by the parent/carer on a form which a member of staff will give to you. If you phone the school before 08.45, or send an email to admin@instowcps.co.uk stating the reason for your child's absence, we will complete the form for you.

Policy reviewed September 2025

Signature of Chair of Governors

The policy will be reviewed June 2026
