



Policy for the Administration of Additional Hours

SOUTH NORMANTON NURSERY SCHOOL

Adopted at the meeting of the Full Governing Body on **8th July, 2025**

Minute Number

Chair of Governors

Record of Policy Amendment / History

Version/ Issue	Date	Author	Reason for Change
2	08/01/15	MH	<ul style="list-style-type: none"> • Date of Governor meeting and minute number for approval of additional sessions inserted. • Childcare vouchers now paid directly to DCC rather than into the private account. • Lloyds bank used rather than Post Office • Acting Head's name inserted into overdue letter
3	23/09/15	MH	<ul style="list-style-type: none"> • Changes, mainly for lunchtime sessions, shown in yellow and to incorporate the DCC Extended Services Debt Policy, shown in green
4	27/01/16	MH	<ul style="list-style-type: none"> • Changes, mainly for how additional sessions are offered, and requests for more sessions when parents are repeat late payers, are highlighted in pink
5	21/11/16	MH	<ul style="list-style-type: none"> • Inclusion of the price of a school meal, shown in green font and rights respecting schools
6	06.07.17	MH & SA	<ul style="list-style-type: none"> • Adaptations made relating to 30 hours, change from sessions to additional hours, change of hourly cost, clearer guidance relating to paying in advance
7	28.09.17	MH	<ul style="list-style-type: none"> • Change of name to additional hours and change of wording from additional sessions to hours throughout the policy
8	08.10.18	MH	<ul style="list-style-type: none"> • Change of wording on contracts to clearly show amount to be paid; change in price of school dinners and change of wording in other parts; changes re tax free childcare payments. All changes shown in green.
9	01.10.19	MH	<ul style="list-style-type: none"> • Point 6 – wording changed to take out invoices raised where requested. Changes shown in green.
10	08.07.20	MH	<ul style="list-style-type: none"> • Changed to incorporate Parentpay and to increase the price of additional hours – changes shown in yellow also increase in meal prices by DCC
11	30.06.21	MH	<ul style="list-style-type: none"> • Changes shown in yellow
12	30.06.22	MH	<ul style="list-style-type: none"> • Changes shown in yellow – increase in hourly charge to £4.90 to reflect the change in funding per hour by the LA. Increase in school dinners prices to £2.30 as per DCC
13	07.07.23	MH	<ul style="list-style-type: none"> • Changes shown in yellow – increase in hourly charge to £5.85 to reflect the change in funding per hour by the LA. References to school dinners taken out. Old Appendix 2 (lunchtime contract – now amalgamated into Appendix 1)
14	18.06.24	MH	<ul style="list-style-type: none"> • Changes shown in yellow – increase in hourly charge to £6.20 to reflect the change in funding per hour by the LA. References to the banking of money taken out.
15	06.06.25	MH	<ul style="list-style-type: none"> • Changes shown in yellow – increase in hourly charge to £6.50 to reflect the change in funding per hour by the LA

This policy has been considered and written in conjunction with our Rights Respecting School's charter adapted from the United Nations Convention on the Rights of a Child.

'In our school, we believe that every child has the right to play, learn and grow in an inspiring, empowering and safe environment protected from harm and treated fairly. We believe that each one of us has a responsibility for the world and its inhabitants, both of which deserve respect and nurture.'

South Normanton Nursery School Charter

Background

South Normanton Nursery School began offering parents the opportunity to purchase additional hours plus a lunch in September 2012. Initially launched as a project to increase sustainability by generating additional income and increasing the number of children on roll, the project proved such a success that Governors unanimously agreed to permanently offer parents this extended service. *(Full Governing Body Meeting 26th February 2013, minute number 39/13)*

From 01/09/15 due to low nursery numbers, places for additional hours were increased from 5 to 7 each morning and afternoon and from 01/09/15, the nursery began offering the parents the opportunity to purchase an additional hour of care plus lunch. *(Full Governing Body Meeting 7th July 2015, minute number 84/15)*. The implementation of the Government's 30-hour initiative in September 2017 meant that no limit was put on the number of full time places on offer in nursery.

Education at South Normanton Nursery School is non-statutory as children who attend are not of legal school age. Additional hours are offered to three and four year olds already enrolled for their funded sessions in our nursery in the term after they turn three. Additional hours are offered to all families and can be funded by themselves or through the 30 hours extended entitlement initiative. Hours offered are at the discretion of the Headteacher and take into account children's needs and welfare and current nursery capacity.

The purpose of these sessions is to meet the needs of families with working parents to support with childcare while they are working and this will be taken into account when allocating them in relation to our waiting list to complement the 15 hours or the 30 hours entitlement.

Our priority remains the 15 hours universal entitlement for children in the community as per the admissions policy and we also take into account our sustainability against our budget.

Please note additional hours can only be accessed by children in the term following their 3rd birthday.

Cost of Additional Hours

The cost of an additional hour is **£6.50**. This is to **stay in line with the increase** in the LA funding rates to **£6.45**.

Procedure for administering additional hours

1. Parents request additional hours.
2. The School Business Manager (SBM) ascertains availability of the sessions using the additional hours spreadsheets and discusses this with the Headteacher.
3. When a decision is reached, the SBM liaises with parents. A contract is issued, *(see Appendix 1)* and a start date and a review date are confirmed.
4. The parents return the signed contract and are given a copy for their own records.

5. The child's name is entered on the additional hours finance spreadsheet.
6. Parents will be emailed an invoice on a monthly basis with details of how much their charge is for the coming month.
7. The SBM will set up a payment item on Parentpay on a monthly basis, detailing the breakdown of charges; finances are tracked using the additional hours spreadsheet, showing weekly costs and payments.
8. Parents MUST pay for additional hours 4 weeks in advance, although in some instances arrangements can be made to pay weekly. This must always be in advance of accessing the sessions. Payment can be made via Parentpay, childcare vouchers or the HMRC tax-free childcare scheme.
9. Any revision to the additional hours prices will be notified to parents/carers the term prior to the new charge taking effect.
10. All payments are made through Parentpay. Parents are sent an activation code upon their child enrolling for additional sessions. Once a payment item has been debited against their child, a parent will be able to see the amount they owe on their payer's account. Monies received are paid directly into the school budget by Parentpay, less a service charge of 1.275% per transaction.
11. Parents also have the opportunity to pay by childcare vouchers, the tax-free childcare initiative or via the Childcare Grant Scheme. Parents register with the Childcare Company who pay by BACS directly into the DCC bank account. Payments direct to DCC will include the child's name for reference. All income is tracked and recorded on the spreadsheet. On the request of DCC, payments from the tax-free childcare scheme and the Childcare Grant Scheme are paid directly into our Imprest account. Any such payments, once cleared through the bank, will be transferred via a DCC MD46 form to the school budget (GL code 231080 – Extended School Charges)
12. All payments will be recorded on the spreadsheet.
13. All monies paid through Parentpay are reconciled to SAP postings on a monthly basis.

Management of Additional Hours Debts

This policy has been adopted to ensure that a consistent and fair approach is applied to debt incurred by parents/carers whose children attend for additional hours. The Local Authority is not accountable for the administration of additional hours, therefore the responsibility falls on the nursery to pursue instances of non-payment. As a result, the school budget will have to directly fund any outstanding debts that cannot be recovered thereby directly affecting the amount of money that is available to provide education to all pupils.

To ensure that the School's budget is not adversely affected by the cost of providing additional sessions, the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although, this may seem harsh to some parents, it is important that the provision of additional sessions does not run at a loss, otherwise the school budget will be affected, and to the detriment of all our pupils.

When payment has not been received for the forthcoming week's provision, the school may provide the service where it is felt that this is a temporary situation that is not happening regularly e.g. lost or forgotten money, temporary hardship etc. however, details should be recorded in writing and a record maintained and monitored.

Procedures for parents falling behind with payments are as follows:

1. The SBM will initially speak to the parents at the first opportunity to ensure that debts are not accumulated.
2. The SBM will then send a text reminder asking for payment within 7 days. The same process will be used if a payment fails to clear on Parentpay.
3. If the parent still does not pay, the parent will be issued with a letter and a copy of the invoice for the amount that is owed. *(see Appendix 2)*.
4. A final warning will be issued if payment has still not been made and the additional sessions will be terminated. *(see Appendix 3)*.

Please note if step 2 happens on more than 3 occasions, requests to increase additional sessions or lunchtime sessions will not be approved.

Monitoring and Recovery of Extended Services Debt

At each meeting of the Governing Body/Finance Committee, the Head Teacher will provide Governors with details of any outstanding Extended Services debt and the current / profiled position with regard to the overall profit or loss of the provision. If the provision is running at a loss, the Governors then will have to decide on the existence of the provision in school. The aim of this policy is to minimise the opportunity for debt balances to build up and incurring costly referral to the School's solicitors. The School does, however, reserve the right to begin legal proceedings to recover outstanding additional debts and inform the Local Authority, Legal Services.

Where full or part payment for additional hours is to be made via voucher scheme, regular reconciliations should be performed to ensure all monies due is received from the voucher company to avoid the commencement of action with the parent should there be a delay in payment from the company.

All write-offs of outstanding debt must be approved by the Governing Body/Finance Committee following submission of details of the debt by the Head Teacher together with reasons for no further action being taken.

TO BE RETAINED BY THE PROVIDER**CONFIDENTIAL****REGISTRATION AND CONTRACT FOR ADDITIONAL HOURS (TERM TIME ONLY) AT SOUTH NORMANTON NURSERY SCHOOL**

This form should be filled in and given to Moira, School Business Manager at South Normanton Nursery School. We will provide a copy for you and the original will be kept in school.

EARLY YEARS SETTING NAME : South Normanton Nursery School

Child's Details

Child's Forename	
Child's Surname	
Child's Date of Birth	
Name of Parent/Carer	

Child's Home Address

House Number/Name	
Street	
Town	
County	
Postcode	
Home Telephone No.	
Mobile Telephone No.	

Please check the following days and hours are correct for your child.

Days	<u>Additional hours</u> - morning <u>£6.50 per hour</u>	<u>Additional</u> <u>Lunchtime</u> <u>session</u> <u>£6.50 per hour</u>	<u>Additional hours -</u> afternoon <u>£6.50 per hour</u>	<u>Cost per</u> <u>Day</u>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Grand Total				

Please sign below to accept the following terms and conditions:

- The cost of the care will be £ _____ per week. Payments should be made through Parentpay, childcare voucher, tax-free childcare or the childcare grant scheme.
- The cost of snack **must be paid separately to the care fees and should be paid in CASH.** Snack is 60p per full day or 30p per 3 hour session.
- The childcare fees are payable **one month in advance.** If sessions are not paid in advance, sessions cannot be accessed as per Administration of Additional Hours policy.
- **You will need to pay IN FULL for your childcare even if your child is off sick or on holiday, as the staffing will have been arranged to look after all the children.**
- If the nursery is closed for any reason (ie. Inset day, trip day or bad weather) you **WILL NOT** be charged for the childcare on that day.
- If you want to end your childcare contract, ***one month's written notice must be provided.***
- **Non-payment will result in your childcare place being terminated as per our policy**

Parent/Carer Signature

Date

Appendix 2

Parent or carer of (Pupil Name)
(Address Line 1)
(Address Line 2)
(Address Line 3)
(Post Code)

Date: XX/XX/XX

Dear xxx

OVERDUE ADDITIONAL HOURS FEES for XXXX

According to the School's financial records and your Parentpay account, you have not paid additional hours money for (pupil name). As at xx/xx/xx your account is showing a debt of £xx.

In order that there is no detriment to the school's budget, please clear your child's debt by making arrangements for the outstanding additional sessions debt to be paid immediately. Once you have cleared the current debt I should be grateful if you could ensure that you keep your account in credit. The current cost of additional hours is £x per hour.

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely

Peter Hallsworth
Headteacher

Appendix 3

Parent or carer of (Pupil Name)

(Address Line 1)

(Address Line 2)

(Address Line 3)

(Post Code)

Date: XX/XX/XX

Dear XXXX

OVERDUE ADDITIONAL HOURS FEES for XXXX

I am writing regarding the current level of outstanding additional hours debt that is showing on your account. Despite previous correspondences and messages, the debt for your child xx is still outstanding. The School's records and your Parentpay account show that as at xx/xx/xx your account is £x in debt. The current cost of additional hours is £x per hour, £x per day or £x per week.

I would ask that you please make arrangements to clear this debt immediately and take steps to ensure your account is kept in credit in the future.

As the School's budget will have to fund any overall debt incurred through the provision of additional hours, it is essential that all payments are up to date so that the quality of the service provided to all pupils is maintained. Unfortunately, if the debt is not cleared by xxxxx the additional hours provision will no longer be provided to your child. The School reserves the right to begin legal proceedings to recover the outstanding debt and to inform the Local Authority.

If you have any queries regarding these arrears, please contact the school office immediately so that this matter can be resolved.

Yours sincerely

Peter Hallsworth
Headteacher