



The Richard Pate School EYFS (Nursery and Reception) Policy

January 2026

Introduction

We offer the 15-hour Government Early Years Funding for eligible families. Funding is available up until the term after your child turns five. In most cases, this applies throughout Nursery and at least one term of Reception, extending to the full Reception year for children born in the summer months.

The Early Years Funding (Nursery and Receptions Fees) document provides a fully transparent breakdown of costs, clearly showing how funding is applied depending on your child's attendance pattern. If you would like to check whether your family qualifies for Early Years Funding, please visit www.beststartinlife.gov.uk.

We also accept Tax-Free Childcare, which can be used towards Nursery fees and Reception fees up until the term after your child turns five. In addition, the scheme can be used to cover the cost of our wraparound care provision, including Breakfast Club and After-School Club.

Admissions and Registration

No registration fee is required for families accessing only the 15 hours of government-funded childcare under the Early Years Funding Scheme, just the refundable deposit. If your child attends more than 15 hours per week, a registration fee and refundable deposit will be required in line with the School's Parental Terms and Conditions and is listed in the Schedule of Fees.

Funded Hours

The 15-hour funded entitlement can be used whilst your child attends the Richard Pate School Nursery. Children below statutory school age are not required to attend school full-time until the term after their fifth birthday. Accordingly, parents may continue to use their 15-hour funded entitlement in Reception if their child has not yet reached compulsory school age. We do however consider that there are considerable benefits of Full-Time Education from Reception. Accessing the EYFS curriculum on a full-time basis enables pupils to experience the full breadth of early learning, supported by excellent teachers, high-quality resources, and exceptional teaching practice, laying the strongest possible foundations for literacy, numeracy, and lifelong learning. Similarly, we also find that children benefit greatly from attending 5 full days in the Nursery in their final term before Reception again, preparing them for learning and enabling them to maximise the benefit of the resources available.

Parents can receive optional additional services (see below) including additional unfunded sessions and / or breakfast club and after-school sessions. These are available for all children and are charged for.

Those who opt out of any additional services or unfunded hours and therefore have fully funded places, should discuss this with the Head of EYFS and Nursery Manager or Headteacher who will ensure that the children still receive provision which complies with the EYFS statutory framework.

The 15 funded hours may be taken between 8.30am – 1.30pm Monday to Friday, for example for three days between 8.30am and 1.30pm, or for five days between 8.30am and 11.30am.

Additional Services

The Government funding entitlement is for childcare hours that follow the EYFS framework. It does not cover the additional items which we believe greatly enhance the provision at The Richard Pate School and which we know is the reason parents choose our setting. Accordingly, there are agreed optional additional services charges covering the following items:

- Food Charges - Lunches prepared fresh daily in our kitchen and other snacks and drinks.
- Non-food Consumables – Including nappies, wipes, sun cream.
- Activities and Specialist Teaching charges - including: additional materials for physical personalised learning journeys (enhanced from what is required under the EYFS framework), learning equipment / materials and additional art and craft and cookery materials, woodland / forest school sessions in the School's unique woodland, specialist Music in the main music school, specialist French, PE and Dance in the main School Hall, Games and sports day on the field, productions in the Hall, cookery, Art, topic work activities, parent events, trips, drama productions (all dependent on the day that your child attends). This also includes school readiness activities such as attending full school and pre-prep assemblies, transition days and individual Headteacher assemblies.
- Additional Hours – charged at the relevant rates for Nursery and Reception.

As a result, there are optional additional services charges over and above the funded entitlement to enable pupils to benefit from this enhanced provision. The Government does **not** encourage parents to opt out of this provision but it is a requirement that parents are able to opt out in which case parents should speak with the Head of EYFS and Nursery Manager or Headteacher so that the appropriate arrangements can be in place.

Snacks and Lunches

Parents choosing not to pay the food charge must discuss alternatives with the Head of EYFS and Nursery Manager or Headteacher. If they want to stay on for lunch there is an additional charge. A healthy snack of fruit and milk is also provided in the Nursery as part of the lunch charge.

Fees and Charges

All fees and costs associated with any additional services (including additional sessions) parents elect to receive beyond the 15 funded hours are chargeable.

Charges for additional sessions, breakfast or after school club are set out in the Schedule of Fees.

Invoices are raised on a termly basis in advance. Additional sessions and services requested during the term will be invoiced on an ad hoc basis.

Deposit and Acceptance

For families accessing only the 15 funded hours, no registration fee is required. For families combining funded and additional hours / additional service, the usual Registration and Assessment fee (deposit) will be required to accept a place for the child.

Withdrawal and Notice

Families accessing only the funded 15 hours may withdraw without penalty, provided at least half a term's notice in writing is given.

Families accessing additional paid sessions and services must give a full term's written notice to withdraw their child in accordance with our terms and conditions. If this notice period is not given, parents will be responsible for paying a term's fees in lieu of notice.

Review and Updates

This Policy will be reviewed annually or from time to time in line with national EYFS funding guidance, or for other substantive or operational reasons.