Wivelsfield Primary School

Believe Achieve Succeed

Wivelsfield Wrens Nursery

Fees Policy

All children who meet the eligibility criteria are able to take up to 570 hours of free early education provision per child each year in the funding period following their second or third birthday until they reach statutory school age (which is the funding period after their fifth birthday). This equates to 15 hours each week over a 38-week academic year.

The table below illustrates the sessions and fees for our nursery:

	Morning Session	**Afternoon Session****	**Late Session**
Time	**8.30 - 11.30**	**11.30 - 14.30**	**14.30 - 15.30**
Length of session	3 hours	3 hours	1 hour
EYEE Funding available	Yes (+ £1 Sundry contribution^^)	Yes (+ £1 Sundry contribution^^)	Yes
Cost of private funding 2-year olds	£24.00 (+ £1 Sundry contribution^^)	£24.00 (+ £1 Sundry contribution^^)	£8.00
Cost of private funding 3- and 4-year olds	£21.00 (+ £1 Sundry contribution^^)	£21.00 (+ £1 Sundry contribution^^)	£7.00

****** Lunch is 11.30-12.00. If you require a hot meal for your child these can be ordered through our catering provider Chartwells, the current cost is £2.95 or you can provide your child with a packed lunch.

^^ This is a voluntary contribution which helps to provide snacks, resources and other consumables to enrich your child's experience in our nursery.

Sessions booked in addition to the funded provision are charged at our published rates (see above). An invoice will be raised and issued at the end of the previous term. Payment should be made during the first week of term. Failure to pay within this timeframe will result in a first reminder. If not paid within 7 days of this another reminder will be sent.

In the event of arrears accumulating, this will be discussed with you and an agreed time limit will be set for full settlement of fees. Wivelsfield Wrens Nursery then reserve the right to withdraw children's places or reduce nursery hours to a minimum, if the agreed time limit has not been met.

A payment plan can be set-up, if required. Please speak to the school office before the end of the previous term to discuss arrangements.

When a child becomes eligible for the Early Years 3- & 4- Year old Universal Offer funding of 15hrs a week, this will cover five 3-hour sessions per week for a maximum of 38 weeks. For families eligible for 3 & 4-Year-old extended offer of 30 hours per week, this will cover five 3-hour morning and five 3-hour afternoon sessions per week for a maximum of 38 weeks. For families eligible for the 2- year old (Working Families) funding of 15hrs a week this will cover five 3-hour sessions per week for a maximum of 38 weeks. We do have flexibility around the funded hours, if you don't want to use them across the full 5 days, they can be compressed and up to 7 hours a day can be funded.

Fees will still be charged if a child is off sick or on holiday during term time. There may be an exception to this if a child has a long stay (over one week) in hospital and it has been discussed and agreed with the Head of School.

A late collection fee will be charged if you are 10 minutes or more late to collect your child of £1 per every minute over your booked time. However, if notification of extreme circumstances is received this will not happen.

There will be an optional charge per session of £1 to cover the cost of Fruit, Snacks, Resources, Wipes, and any other sundries as required. If your child is still in nappies these will need to be provided. These optional sundry charges will be included in your termly invoice.

Some activities may incur an additional fee.

If a parent wishes to change the number of sessions taken for the following term then notice must be given, in writing, no less than 6 weeks before the end of term. A 'Change of Sessions' form must be completed and handed in at nursery.

A term's notice or payment in lieu is due if a place is no longer required. Please contact the school office in writing, via wivelsfieldnursery@bluebellfederation.co.uk

We reserve the right to refuse a child if fees have not been settled in full by the end of a term.

Policy Adopted June 2026

Bluebell Federation