

Early Years Funding Fee Information

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of your child from birth to five years old. Choosing the right kind of early years setting to support your child's learning and development is a big step as a child's early years are so important. Each child and family is unique, and as such, the most appropriate type of childcare will depend on your own family circumstances and the specific needs of your child.

We are very pleased that you have chosen to send your child to the Magic Tree Nursery at Belmont Grosvenor School. Here at The Magic Tree Nursery, our experienced and caring childcare professionals are here for both you and your child throughout their early learning journey.

There are several government funded childcare schemes available for parents and carers in England and we understand how complicated the funding process can be. Here is a guide to help you; we aim to make the funding as straight forward and transparent as possible.

The funding received from the government essentially is a contribution and does not fully cover the enhancements required to provide a quality and varied curriculum. Additionally, it does not cover any of the essential consumables and extras that we feel are needed for your child to get the best possible experience whilst here at the nursery. Therefore, additional charges will apply to cover these enhancements.

SEEDLINGS, SAPLINGS AND TREE TOPS (0-3 YEARS)

Upon joining Magic Tree Nursery (which includes Seedlings, Saplings and Tree Tops) and after your child has completed their settle sessions, you will be invoiced for their attendance for the remainder of the term in which they join the setting. We do ask for a minimum attendance of two sessions per week, this can be either one full day or two morning/afternoon sessions. You can also pick term time only or all year round attendance to suit your needs.

Invoices are issued at the point of entry and then on a termly basis, Autumn, Spring and Summer. You will also receive an attendance schedule with each invoice, this will be based upon discussions between yourself and the Nursery Manager.

If you have any queries about your child's attendance or wish to change their attendance at any point in the future, you will need to discuss it directly with the Nursery Manager. Changes will be subject to availability.



PRE-RECEPTION

Our Pre-Reception children are being prepared for school in their large classroom-style room. The classroom features clearly defined learning areas that build on their previous experiences. At this stage, children begin wearing the school uniform and take part in timetabled enrichment lessons each morning.

IMPORTANT INFORMATION FOR PRE-RECEPTION FAMILIES

As your child moves into Pre-Reception, please note that different terms and conditions will apply:

- Children must attend a minimum of FOUR sessions per week. We operate a minimum session policy to help children establish a regular routine. Each morning or afternoon is one session, a full day equals two sessions. This policy helps establish a consistent routine for your child.
- A maximum of 15 funded hours per week is available between the hours of 8:30am – 11:30am daily
- Invoices will reflect charges for the BGS term only
- If your child requires all year round care, they may attend the BGS Holiday Club during the school holiday. This will incur an additional charge at the appropriate rate at the time of booking
- Payment of fees is due on or before the first day of each term.
- The notice period for withdrawing your child will change from one month to one full term .
- If you use childcare vouchers, you may still do so, provided the school is aware of the details.
- Lunch charges will appear separately on the fee invoice.
- After School Care (ASC) will also be charged separately with rates outlined in the current fee schedule.

To maintain appropriate staffing ratios, we are unable to accommodate one-off changes to your child's regular attendance days. However ad hoc additional sessions may be booked, subject to availability. Any extra sessions or hours will be added to your next invoice.

If you prefer to pay your school fees monthly once your child enters Pre-Reception and beyond, this will still be possible. Details of the scheme can be provided on request and are also available on the school website.



Fees in Magic Tree Nursery can either be paid in full on receipt of your invoice, or in four monthly instalments during the term. The sum invoiced will change with each invoice, due to the length of each term or a difference in the number of days attending. If your child starts mid-term then the instalments may be less for your first invoice.

Fees are based on the reservation of a place for your child, not on actual attendance. Therefore, all fees are payable even if your child does not attend nursery for all their booked sessions due to illness or holiday.

CHILDCARE FUNDING AND ELIGIBILITY

There are a range of funded early education and childcare schemes available for parents and carers in England. Full information is available at the following link: <https://www.childcarechoices.gov.uk/>

GOVERNMENT FUNDING AND ADDITIONAL CHARGES – up to 30 hours free

Funding will be allocated termly and as each term differs in length the number of funded weeks change too. For clarity, funding is only available for 38 weeks per year. For children who attend the nursery all year round, additional charges will be applied to your fee invoice in line with the BGS Fee Schedule. Any additional hours, over and above the funding hours will be charged at the hourly rate published on the BGS fee schedule.

We are regrettably unable to swap days if care is needed for a one-off occasion on a different day to your child's normal attendance day. This is because we need to ensure correct staff ratios. Parents are able to book ad hoc additional days depending on availability. The charge for additional hours/days will be added retrospectively to your next invoice. The same applies to any additional hours that you may want.

Essentials and Extras

The hours covered by the government funding for all ages, are delivered free of charge however, there are supplementary charges for provision which is 'over and above' that included in the funding. This includes, but is not exhaustive to: Qualified and Specialist Teachers, snacks, personal care including nappies, music, swimming lessons (3+), Forest School and other educational activities that are not accessible at other settings

Your invoices will show your total fees for the term. You will then get an attachment to your invoice showing:

- Free entitlement hours
- Additional unfunded hours at the hourly rate
- Additional unfunded weeks
- An enrichment charge
- A consumable charge

In accordance with the legislation, providers can charge parents for additional hours, consumables, and extra services, but these charges must be voluntary. If you choose not to pay these charges, you will be asked to provide your own consumables for your child and will not be able to access the additional hours. The children who do not participate in optional activities will continue to receive provision that complies with the basic EYFS requirements.

If you choose not to pay these supplementary charges, you will need to discuss how this will impact upon your child's nursery experience directly with the Nursery Manager, Julie Dent.



9 month – 3 year old funding

From September 2025, Belmont Grosvenor School will be extending its offer to include 30 hours of funded childcare for all children up to the Pre-Reception. This funding will only cover 38 weeks per year. For children who attend the nursery all year-round, additional charges will apply in line with the BGS Fee Schedule.

We offer six hours funding per day, between the hours of 8:30am-2:30pm

This offering is available on a first come first served basis and is subject to pupil occupancy levels at the time of applying and staffing structure.

Parents who are eligible for this funding will need to provide the school with an eligibility code and your National Insurance Number. Your invoice will then be adjusted to reflect amendments as outlined above. The recommended dates for parents to apply via the Government Gateway account for their working family funding code are shown below. Outside of these dates the code may not arrive in time for the term.

When your child turns 9 months old	When you can get your hours from	Deadline for applying
1 September to 31 December	Spring Term starting on or after 1 January	15 October to 30 November*
1 January to 31 March	Summer Term starting on or after 1 April	15 January to 28 February*
1 April to 31 August	Autumn Term starting on or after 1 September	15 June to 31 July*

You will also be asked to complete and return a Parental Agreement Form which we will send to you. At this point you will need to provide proof of your child's age, either a birth certificate or passport will be suitable for this.



15 hours Universal offer for 3 and 4 year olds

Currently, all 3 and 4 year olds can access 15 hours per week of funded care and education for 38 weeks of the year, regardless of the income or working status of their parent or carer, from the term after your child turns 3. This is often described as a '**universal offer**' or '**universal entitlement**'. This offering is on a first come first served basis and is subject to our pupil occupancy levels at the time of applying, and staffing structure.

For clarity this funding is offered between the hours of 8:30am-11:30am only.

In addition, eligible working families of 3 and 4 year olds can also access an additional 15 hours per week of funded care and education for 38 weeks of the year. Not all childcare providers offer the extended hours. At this time, BGS **only offers** this to parents of children in Tree Tops, and not once your child enters our Pre-Reception Class.

This funding ceases when a child is admitted into school through the Schools Admissions process. Funding will stop at the end of Pre-Reception and is not available to children aged 4 in Reception at Belmont Grosvenor School.

The hours covered by the government funding are delivered free of charge but there are supplementary charges for provision which is over and above that included in the funding. This is in line with the Belmont Grosvenor fee schedule and includes, but is not exhaustive to: Qualified and Specialist Teachers, snacks, personal care, music, French, drama, swimming lessons, Forest School and other educational activities that are not accessible at other settings.

Parents will need to complete and return a Parental Agreement Form to the school. This will be sent to you by the Finance Department. At this point you will need to provide proof of your child's age, either a birth certificate or passport will be suitable for this.

TAX FREE CHILDCARE

At BGS we are also pleased to receive partial or full payment for your nursery fees by using the governments' tax free childcare system. Our regulators reference for this is **EY340593**. If you intend to use this method please inform the school at the earliest opportunity by emailing BGSaccounts@belmontgrosvenor.co.uk and letting us know your child's tax-free childcare reference.

HOW TO PAY YOUR FEES

The preferred method of receipt is by electronic banking. Our Bank details are:

- **Account Name:** Belmont Birklands School Trust Ltd T/A Belmont Grosvenor School
- **Sort Code:** 12 23 11
- **Account:** 06004846

We also accept credit card payments, either in person or via the telephone – please contact the School Finance Department to pay using this method.

Fees for each invoicing period must be paid in full by the end of that term. Whichever method of payment is agreed the school reserves the right to exclude a child if fees remain outstanding as stated in our terms and conditions.

