Beaufort Primary School Nursery

Fees and Funding Policy

Funded Early Education Entitlements for 2 – 4 Year olds

Thank you for choosing Beaufort Primary School as your preferred childcare provider. Please see below the Fees and Funding Policy which will provide important information about this provision. Please keep a copy for your future reference.

Key information

My opening days/hours are:
Monday – Friday 08:30 – 15:15
The Nursery operates the same dates each term as the school.

At Beaufort Nursery you can access term time only place over 37 weeks

Fees and funding

You can access funding in the following ways (where eligible):
5 Mornings per week – 08:30 – 11:30 (15 Hours per week)
5 Afternoons per week – 12:15 – 15:15 (15 Hours per week)
2.5 Days per Week - Monday (8.30 – 14:30), Tuesday (8.30 – 14:30), Wednesday morning (8.30 – 11.30) (15 Hours per week).
Option to extend the full days until 15:15 for an additional charge of £5.00 per day.
2.5 Days per Week - Wednesday afternoon (12.15 – 3.15) Thursday (8.30 – 14.30), Friday (8.30 – 14.30) (15 Hours per week)
Option to extend the full days until 15:15 for an additional charge of £5.00 per day.
5 Full Days – 8:30 – 14:30 (30 Hours per week)

Option to extend the full days until 15:15 for an additional charge of £5.00 per day.

The above sessions are also available to non-funded families.

Funded Early Education

Beaufort Primary School is registered with Surrey County Council to offer funded early education. At the beginning of each funded period (term), you will need to complete and sign the Parental Declaration Form to confirm that funded entitlement can be claimed on your behalf, with relevant copies of identification such as birth certificate and passport. If Declaration Forms are not returned termly funding cannot be claimed and parents will be subject to private fees.

Beaufort Primary School Nursery we offer the following entitlements:

Funded Early Education for two-year-olds (FEET)
Eligible families can access up to 15 hours of funded early education and childcare a week. To check eligibility for FEET funding please refer to guidance at

Funded early education for two year olds (FEET) - Surrey County Council (surreycc.gov.uk)

Universal Entitlement *(15 hours)*
Available for all three- and four-year-olds the term after the child's 3rd birthday. There are no criteria attached; parents do not need to apply.

Working Parents Entitlement (WPE) *(30 Hours)*
Available for children from nine months whose family meet specific eligibility criteria regarding their employment status. Universal replaces 15 hours of WPE to equate to 30 Hours.

To check eligibility for Working Parents Entitlement please refer to guidance at Homepage | Best Start in Life. Parents will need to make an application via Best Start in Life to ensure eligibility.

Reconfirming Working Parents Entitlement Eligibility Codes.

Parents need to reconfirm that they're still eligible every three months. The Department for Education will send parents a text message and/or email to remind them to reconfirm four weeks before their validity end date and again two weeks before if they still haven't reconfirmed. Please note, the Department for Education **will not** include a link in their text message or email for parents to click on to reconfirm their code (if parents are sent an email asking them to click on a link to reconfirm it is likely phishing). There should also be a secure message in their Childcare Service Account.

Parents will not get a new eligibility code; they'll just get a new validity end date and grace period end date. Providers do **not** need to tell Surrey if a parent has re-confirmed their eligibility code.

Parents failing to reconfirm their Working Parents Entitlement will be charged for the sessions taken at the rates listed under the "Private Fees" section of this policy.

Early Years Pupil Premium
EYPP provides additional funding to settings to support children's learning and development. This can be used for extra equipment, resources, or additional training for staff. Your child may be eligible if you are in receipt of some income related benefits or if your child is looked after by the local authority, adopted from care, has left care through a special guardianship arrangement or has left care and is subject to a child arrangement order. Further details and criteria can be found on the webpage here Early Years Pupil Premium - Surrey County Council (surreycc.gov.uk)

If you think you may be eligible, you can use the EYPP application form on page 4 of the parent declaration form. You will be asked to sign this form each funded period to access your funded entitlement with your early years provider. All you need to do is fill in this page of the form and Beaufort Nursery will then process the details. Any information you share will be completely confidential and this will not affect any benefits you receive.

Chargeable extras for funded sessions

Children staying in Beaufort Primary School Nursery over the Lunch session have to option to bring a Packed Lunch or purchase a school dinner at £2.90 per day (price correct at time of issue but may be subject to change)

Beaufort Primary School Nursery ask Parents to provide nappies, creams, wipes, suncream, fruit snacks* and any other reasonable items required by the children. As such, there is charge for these items.

*Beaufort Primary School Nursery provide additional snack items at no additional cost to parents.

During the school years there may be times when Beaufort Primary School Nursery will ask for a voluntary payment for special events such as school trips / extra-curricular activities. Beaufort Primary School Nursey will ensure that any voluntary extra activity is based on parental choice. Children who do not participate in voluntary activities will continue to receive provision compliant with the EYFS

Private fees

Additional sessions (and non-funded places) may be available on a Term-by-Term basis depending on availability.

Session charges for these places are shown below.

Session	2 Year Olds	3 – 4 Year Olds
AM Session (08:30 – 11:30)	£27.00 per session	£21.00 per session
PM Session (12:15 – 15:15)	£27.00 per session	£21.00 per session
Lunch Session / Extended Day (to 3:15pm)	£5.00 per day	£5.00 par day

Tax-Free Childcare

At (Beaufort Primary School), we accept Tax-Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via Homepage | Best Start in Life Tax Free Childcare is the system that is has replaced the previous childcare voucher scheme.

You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year).

Parents can check eligibility and apply for Tax Free Childcare via Homepage | Best Start in Life You'll need to set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

You can get Tax-Free Childcare at the same time as funded childcare if you're eligible for both.

Invoicing

Beaufort Primary School (Nursery) will invoice parents Half Termly (in advance) for any additional / unfunded sessions. Invoices will be raised / delivered at the end of the Half term proceeding the Half term the invoice relates to.

Invoices are due for payment on the first day of the Half Term the invoice relates to.

Payment for paid childcare can be made by BACS transfer, via the HMRC Tax-free childcare system or Childcare Vouchers (where a parent's employer is signed up to a scheme). Please note that Beaufort Primary School is a "Cash Free" school.

Please ask the Nursery Administrator further details.

Late Payment Charges

If payment is not received within two weeks of the payment date, there will be a Late Payment Charge of 10% of the invoice total.

If payment is not received within four weeks of the stated payment date, there will be a Late Payment charge of 20% of the invoice total.

Failure to settle the invoice within four weeks of the payment date may result in withdrawal of the additional / unfunded sessions.

Discounts

A 10% discount on fees is available to Beaufort Primary School staff once they have fully completed their probation period.

Late Collections

A Late Collection charge of £5.00 per day for late collections of between 5 and 15 minutes. Late collections of longer than 15 minutes will be charged at £20.00 per late collection.

Notice Periods

We require a full Half Term notice period at Beaufort Primary School (Nursery) for private fees.

If you are accessing a fully funded place, funding is not automatically transferred to a new provider if you choose to leave mid-way through the term. There are some exceptions in relation to personal circumstances outlined in the Surrey County Council Provider Agreement, that may require for funding to be released to a new provider.
Please speak to the Nursery Administrator – Suzie Nowell - to discuss in more detail.

The General Data Protection Regulation (GDPR) Policy

As a data controller, Beaufort Primary School must comply with the Data Protection Law. Links to Surrey County Council's own Data Protection Policy and Privacy Notice will be shared via the Parental Declaration form.

Appeals Process

If you have any complaints about any aspect of Beaufort Primary School delivery of funded hours, please contact Jim Usher 31 December as soon as possible to discuss. Should you have any further concerns or complaints please contact Surrey County Council - Early Years Commissioning Team directly eycommissioningteam@surreycc.gov.uk.

J Usher – Beaufort Primary School Headteacher

Date: 31 December 2025

Review date: 01 September 2026