

# MERRYLANDS

## PRIMARY SCHOOL AND NURSERY

Cumberland Drive, Basildon, Essex SS15 6QS  
Phone: 01268 417893 Email: admin@merrylands-pri.essex.sch.uk  
Website: www.merrylandsprimaryschool.co.uk

## Nursery Fees and Optional Charges Policy

*(For 2-, 3- and 4-Year-Old Provision)*

**School:** Merrylands Primary School

**Applies to:** Nursery Provision for 2-, 3- and 4-Year-Olds

**Reviewed:** 1<sup>st</sup> January 2026

**Next Review:** 1<sup>st</sup> January 2027

### 1. Purpose

This policy explains how Merrylands Primary School delivers nursery provision for children aged 2, 3 and 4, including government-funded early education entitlements and any optional charges. It ensures transparency for parents and compliance with the Early Education and Childcare Statutory Guidance.

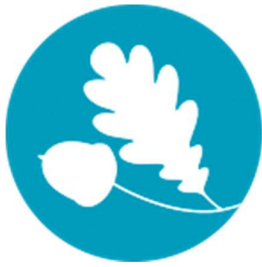
### 2. Funded Early Education Entitlements

We offer the following funded early education entitlements, subject to eligibility criteria set by the local authority:

- 2-year-olds:  
Up to 15 hours per week for eligible children
- 3- and 4-year-olds:
  - 15 hours universal entitlement for all children
  - 30 hours extended entitlement for eligible working families

Funded hours are available during term time and offered in agreed patterns of attendance.

Parents may access their child's funded entitlement without being required to purchase additional hours, services, or extras.



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### 3. Patterns of Attendance

Funded hours are delivered in set patterns determined by the nursery's operating model, staffing ratios and space availability. These patterns will be shared with parents before a place is confirmed.

Where available, parents may request additional paid hours outside the funded entitlement.

### 4. Additional Paid Nursery Hours (Optional)

Parents may choose to purchase nursery hours in addition to their child's funded entitlement, subject to availability.

- Additional hours are charged at the school's published hourly rate.
- These hours are optional and not a condition of accessing funded provision.
- Availability depends on staffing ratios, space and operational requirements.

### 5. Optional Chargeable Extras

The funded entitlement covers the cost of early education and care only. The school may make optional charges for items and services that fall outside this entitlement, including:

- Additional nursery hours beyond funded entitlement
- Early drop-off or late collection (where offered)
- Optional enrichment activities, workshops or special events

Parents are free to opt out of optional extras and may provide their own consumables where appropriate.

### 6. Transparency and Invoicing

All fees and optional charges are communicated clearly in advance.

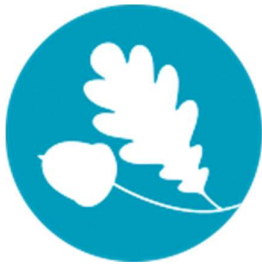
Parents will receive clear, itemised invoices or statements showing:

- Funded hours
- Additional paid hours (if applicable)
- Optional charges
- Total amount payable

Funded hours will never be presented as chargeable.

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Registered Office: Berlesduna Academy Trust, C/O Merrylands Primary School and Nursery, Cumberland Drive, Basildon, Essex SS15 6QS



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### 7. Fee Reviews and Notice Period

Nursery fees and optional charges are reviewed periodically to reflect operational and cost pressures.

Where fees change, parents will be given at least one full term's notice.

### 8. Equality and Inclusion

Access to funded early education will not be restricted based on a family's ability or willingness to pay for additional hours or optional extras.

All families are treated fairly and in line with statutory guidance.

### 9. Further Information

For further information about nursery fees, funded entitlement eligibility, or optional charges, please contact:

Allison Major

Via school office - 01268 417893 or by email [admin@merrylands-pri.essex.sch.uk](mailto:admin@merrylands-pri.essex.sch.uk)