

# ST HILARY'S PREPARATORY SCHOOL

*"Traditional values supporting and nurturing high expectations"*



## St Hilary's School Kindergarten & Nursery Fee Information 2025-2026

| Nursery (age 2 & 3)                        | Funding                                                                                                                                   | Cost per session   | VAT    |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------|
| Nursery – per Morning or Afternoon Session | No Funding – Standard Charge                                                                                                              | £45.00 per session | Exempt |
| Nursery – per Morning or Afternoon Session | 3 year old – Universal 15 Hours Funded Early Education (available term after the child turns 3)                                           | £27.00 per session | Exempt |
| Nursery – per Morning or Afternoon Session | 3 year old – Working Parents 15 Hours Entitlement (eligibility criteria apply, can be combined with Universal Funding for up to 30 hours) | £27.00 per session | Exempt |
| Nursery – per Morning or Afternoon Session | 2 year old – Working Parents 30 Hours Entitlement (eligibility criteria apply)                                                            | £21.00 per session | Exempt |
| Nursery Lunch                              | Available for those staying a full day only                                                                                               | £3.00 per day      | Exempt |

| Kindergarten (age 3 & 4)                        | Funding                                                                                                                                             | Cost per session   | VAT    |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------|
| Kindergarten – per Morning or Afternoon Session | No Funding – Standard Charge                                                                                                                        | £43.00 per session | Exempt |
| Kindergarten – per Morning or Afternoon Session | 3 and 4 Year old – Universal 15 Hours Funded Early Education                                                                                        | £26.50 per session | Exempt |
| Kindergarten – per Morning or Afternoon Session | 3 and 4 year old – Working Parents 15 Hours Entitlement for (eligibility criteria apply, can be combined with Universal Funding for up to 30 hours) | £26.50 per session | Exempt |
| Kindergarten Lunch                              | Available for those staying for a morning session or a full day                                                                                     | £3.00 per day      | Exempt |

## Sessions

To ensure that your child gets the best start to their education with us, the School has a minimum number of sessions per week that they are requested to attend.

|              | Minimum number of sessions required | Minimum number of sessions required to access Working Parents Entitlement |
|--------------|-------------------------------------|---------------------------------------------------------------------------|
| Nursery      | 4 Sessions                          | 8 Sessions                                                                |
| Kindergarten | 6 Sessions                          | 8 Sessions                                                                |

Sessions are 3.5 hours long, from either 8:30 to 12:00 (Morning Session), or 12:30 to 16:00 (Afternoon Session). Lunch is from 12.00 to 12:30, and is available to those attending a Full Day (Morning and Afternoon Session) in Nursery or Kindergarten, or for those attending a Kindergarten Morning Session.

Registered Office: Holloway Hill, Godalming, Surrey, GU7 1RZ

Telephone 01483 416551, Email [bursar@sthilarysschool.com](mailto:bursar@sthilarysschool.com), Website [sthilarysschool.com](http://sthilarysschool.com)

@sthilarysschool @StHilarysSchool St Hilarys School Trust

Company Limited by Guarantee No. 862466

Registered Charity No. 312056



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## Changes to Sessions for existing children

- Reducing the number of sessions attended

Please note that we require a terms notice in writing to reduce the number of sessions your child attends or for the termination of your Nursery or Kindergarten place. If your child leaves Nursery or Kindergarten during the term, please be aware that you may lose the funding entitlement for the remainder of that term.

- Increasing the number of sessions attended or switching sessions

Please speak to your child's key worker if you wish to increase or swap the number of sessions your child attends during a term. We hold a waiting list for current pupils and changes will be subject to availability.

## Early Years Funding

### Universal 15 Hours Funded Early Education for 3 and 4 year olds

All children attending our Nursery and Kindergarten are entitled to receive the Universal 15 Hours Funded Early Education for 3 and 4 year olds from the term after their 3rd Birthday until the term of their 5th Birthday.

### How do I claim the Universal 15 Hours Funded Early Education for 3 and 4 year olds?

This funding applies as three hour blocks on a morning or afternoon session (therefore your child will need to attend 5 sessions a week in order to access the full 15 hours).

Parents will be asked to complete a declaration form for the Local Authority at the beginning of each term (supplied by School) in order for St Hilary's to claim the funding for the child(ren) on your behalf. Please note that this form must be completed each term and returned by the appropriate deadline to qualify for the funding.

Please note that although funding is payable for up to 38 weeks of the year, at St Hilary's your claim will be for 33.5 weeks only, and the current rules do not allow you to claim the remaining weeks elsewhere.

### Working Parents Entitlement for 2, 3 & 4 year olds

St Hilary's offers up to 30 hours funding per week for 2 year olds under the Working Parents Entitlement for 2 year olds. The funding applies in three hour blocks, and your child will need to attend at least 8 sessions a week to access the Working Parents entitlement at St Hilary's.

St Hilary's offers up to 15 hours funding per week for 3 and 4 year olds under the Working Parents Entitlement for 3 and 4 year olds. The funding applies in three hour blocks, and your child will need to attend at least 8 sessions a week to access the Working Parents entitlement at St Hilary's.

The Working Parents Entitlement can be combined with the Universal 15 Hours Funding to access a total of 30 hours for 3 and 4 year olds.

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## How do I check my eligibility to the Working Parents Entitlement?

To be eligible to receive the Working Parents Entitlement for 2, 3 and 4 year olds, your family will need to meet the criteria set out by Surrey County Council and HMRC. To check your eligibility please use the following link. [How to apply for help with childcare for working parents | HMRC Childcare Choices](#)

This website will take you through the steps to check if you are eligible. Please note it will remain your responsibility as parents to re-validate your eligibility code every three months, and send to the Accounts Department your re-validated code and to inform us of any changes to your circumstances ([accounts@sthilarysschool.com](mailto:accounts@sthilarysschool.com)).

St Hilary's is not permitted to apply for, or re-validate a child or family's code. Should you forget to re-validate your code you will be charged the Standard Rate instead, and if required a new invoice will be issued to reflect the change.

To ensure your School invoice accurately reflects your entitlement, we ask that the approved eligibility codes and Working Parent Entitlement Eligibility Form is sent to the Accounts Department ([accounts@sthilarysschool.com](mailto:accounts@sthilarysschool.com)) within the following timescales.

| Term        | School Deadline |
|-------------|-----------------|
| Autumn Term | 15 June         |
| Spring Term | 15 November     |
| Summer Term | 1 March         |

## Funded Early Education for two year olds (FEET) Places

St Hilary's offers one FEET funded place each academic year on a case by case basis. For more information please contact Mrs Wynn on [bursar@sthilarysschool.com](mailto:bursar@sthilarysschool.com).

## How to pay for Nursery and Kindergarten

The fees are payable in advance, **on or before the first day of term**. Full payment details can be found on your termly bill. As well as paying for your fees by bank transfer, we can also accept Workplace Funding, Childcare Vouchers and HMRC Childcare Account.

- Workplace Funding Scheme

We partner with several childcare providers and employers to offer the government approved Workplace Funding Scheme. If this is of interest to you or you would like to know more please contact Mrs Lemon on [accounts@sthilarysschool.com](mailto:accounts@sthilarysschool.com).

- Childcare Vouchers / HMRC Childcare Account

Your employer may offer the option of childcare vouchers which is a tax efficient way of paying for part of the fees. We are registered with several childcare voucher providers. Childcare vouchers and/or the HMRC Childcare Account can only be used for childcare, and this includes Nursery fees, Kindergarten fees, Reception fees (up to the term of the child's fifth birthday), after school activities and before/after school care. If opting to pay via childcare vouchers please ensure that you make one payment per child, and quote your child's name in the reference box.

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## Before and After School Care

Before and After School care is booked termly (via School Cloud) and is on a first come, first served basis. Each day is booked individually so you can tailor it to your requirements. Once capacity is reached the booking system will automatically close. Bookings are for the whole term to ensure your child's space is reserved. If you choose to collect your child earlier than your booked pick up time, you will still be charged for the full session as it cannot be offered to anyone else. The links to make the bookings are sent out by the school on a termly basis.

Before School Care is booked and paid for at the time of booking.

After School Care is booked termly, and the cost is added to the following term's fees.

|                                               |             |                                      |                 |
|-----------------------------------------------|-------------|--------------------------------------|-----------------|
| Before School Care, with or without breakfast | 07:45-08:30 | £7.00 per session                    | Exempt from VAT |
| After School Care - EYFS                      | 16:00-18:00 | £5.75 per half hour, or part thereof | Exempt from VAT |

If you unexpectedly require an ad hoc session for Before or After School Care, please email the school office ([office@sthilarysschool.com](mailto:office@sthilarysschool.com)) to check if there is any available space. Any ad hoc care will be billed termly in arrears.

School closes at 18:00. We understand that there may be unavoidable reasons for running late, but the School reserves the right to charge a late pick up fee of £10.00 for every 5 minutes after 18:00.