



CHARGING & REMISSIONS POLICY

The 1994 Education Act formulated the policy that education for all children should be free and all activities should be available to all pupils regardless of their parents' ability or willingness to help meet the costs. However, DFE Circular 2/89 confirms the right of schools to invite voluntary contributions for the benefit of the school, whether during or outside school hours.

Voluntary Contributions

We do ask that parents pay a voluntary contribution each term. Government funding is meant to cover the delivery of early education and care only. This means that we do not receive any funding for the snacks we provide in the main nursery sessions, at breakfast club and afterschool, any wipes or sun cream we use or any enhancements. We therefore ask that parents make a voluntary contribution to help Nursery meet the cost of the food it provides during the day, the enhancements such as theatre shows, parties, Christmas, birthday and leavers gifts and specialist visitors. To help us meet the costs of these we ask:

- **15 hour children** to pay £10 each big term so £30 in total across the year
- **30 hour children** to pay £20 each big term so £60 across the year

If we do not receive enough voluntary contributions and do not have sufficient funds available in budget, we may have to cancel the trip or visitor. If the trip/visit goes ahead, it will include children whose parents have not made any contribution. Parents have a right to know how each trip is funded and this information will be provided. Any shortfall in contributed funds towards educational activities will be met from the school fund or MBS should the cost be not too prohibitive. If there are not enough contributions and the shortfall cannot be met by the school, the trip/visit/activity will be cancelled.

Buying additional nursery school sessions (beyond the 15 hours free entitlement)

Parents and carers may wish to purchase additional nursery school sessions. These are charged at £5.50 per hour, a similar cost to the amount the school receives from the local authority including the cover of administration costs for the 15 hours free entitlement the child is already receiving here. These additional hours may be taken within the hours of 7:30 – 6:00pm either side of the child's funded hours.

Breakfast Club runs **between 7:30 am and 8.30 am** and includes breakfast and 1 hour of care. After School Club runs **between 2:30 pm and 6:00 pm** and includes a snack or a light tea and care as per the following times and costs:

Session Times	Cost
After School Club Hour 1 2.30pm until 3:30pm	£5.50
After School Club Hour 2 3:30pm until 4:30pm	£5.50
After School Club Hour 3 4.30pm until 5.30pm	£5.50
Late After School Club 5.30-6:00pm	£2.75

Additional sessions will only be available when there are spare spaces left after the children requiring their 15 hours and 30 hours early years entitlement have been admitted. The purchase of additional sessions will only be available if the school can make the necessary provision from surplus capacity.

The school and the governing body will monitor the impact of paid places on the quality of provision and delivery of the EYFS ratios and quality. In the event of non-payment of these fees the school reserves the right to stop nursery school sessions until the debt is cleared. Terms and conditions are sent to all parents paying for additional sessions and they are asked to sign an agreement which clearly states payment expectations. Payments should be made before the take up of sessions to prevent families accruing debt. Additional hours for the last two weeks of the summer term are due in full at the beginning of July.

Recovery of Debt

Should an account fall into arrears then the following process will be applied:

1. A reminder text and email will be sent to the parent/carer by Amanda Grimshaw (Senior Administrator) informing the parent of the amount owed. The amounts outstanding will be monitored weekly by the office and the Head teacher will be informed verbally. Parents will be also asked about paying outstanding fees informally at drop off and pick up.
2. If costs remain outstanding after 2 week of the due date, a meeting will be arranged with the Head teacher and Senior Administrator to discuss the outstanding payment and if necessary agree a payment plan to recover the outstanding amount.
3. If no payment agreement can be made extended sessions will be stopped until the debt is settled.

Annual Family Summer Outing

Parents may be asked for a voluntary contribution to cover the costs of their child's entrance and transport fee for this visit if insufficient funds have been raised through the academic year. However, no child will be prevented from taking part in the outing because parents are unable to pay.

Clothing

Uniform is not compulsory and is sold directly online through MyClothing. Any profits are directly reinvested for the pupils' benefit (commission from the sale of each item is paid directly into the school fund account). The school will supply essential protective clothing when necessary e.g. aprons.

Private photocopying

Staff and parents may use the telephone or photocopier but must make a payment. It is suggested that 5p is paid for 1 side of A4 photocopying.

Consultancy and Training

Charges are made to external agencies, PVI's and other schools for training provided by or on behalf of the nursery school. These charges are calculated on an individual basis depending on the course/training being delivered.

Lettings

All lettings will be charged as per the costs detailed in the County's Lettings Guidelines and the Caretaker will be paid accordingly although requests from non-profit making organisations (for example, community groups) will be considered on an individual basis.