

## Lincolnshire Maintained Nursery School Federation Charging and Remissions Policy

This policy sets out the approach of the Lincolnshire Maintained Nursery Schools Federation (LMNSF) to charging and remissions, in accordance with the Education Act 1996 and the Department for Education's (DfE) guidance 'Charging for School Activities' (2023).

This policy applies to all schools within the Federation:

- Wyndham Park Nursery School (WPNS)
- Gainsborough Nursery School (GNS)
- Boston Nursery School (BNS)
- Kingsdown Nursery School (KNS)

### 1. Policy Statement

Under the Education Act 1996, education provided during school hours is free. No child will be excluded from an activity because their parent or carer cannot or chooses not to make a contribution. However, the Federation may ask for voluntary contributions to enrich the educational experiences we offer.

### 2. Voluntary Contributions

Parents and carers may be invited to make voluntary contributions to cover the cost of:

- Daily snacks, cooking ingredients and gardening resources
- Visiting performers, workshops or special events
- Outings or trips, including transport
- Seasonal celebrations and enhancement activities

Each school if it chooses to do so will set its own reasonable voluntary contribution amount (for example, £5–£20 per term depending on attendance pattern and local need). If insufficient contributions are received to fund an activity, and the shortfall cannot be met from other funds, the activity may be cancelled. If the activity goes ahead, all children will be included regardless of whether a contribution has been made.

### 3. Charging for Additional Hours and Clubs

Government funding covers the universal and extended early years entitlements (15 or 30 hours). Parents/carers may purchase additional sessions beyond these funded hours if space allows.

Service

Typical Cost

Notes

|   |  |  |
|---|--|--|
| Additional nursery sessions                                       | £6.50 per hour @ WPNS,GNS and KNS, £5.50 @ BNS | Charges vary slightly per school depending on local costs. |
| Breakfast Club (includes breakfast)                               | £6.50 @ WPNS,GNS and KNS, £5.50 @ BNS          | Times vary by school.                                      |
| After School Club (includes snack or light tea in later sessions) | £6.50 @ WPNS,GNS and KNS, £5.50 @ BNS          | Times vary by school.                                      |

#### **4. Booking and Payment**

- Bookings for additional sessions or clubs can be made via the school office.
- Invoices are issued monthly.
- Payment may be made by cash, cheque, online transfer or childcare vouchers.
- Payment should be made promptly upon receipt of invoice to avoid debt.

#### **5. Recovery of Debt**

Parents/carers purchasing additional sessions must sign an agreement confirming payment terms. If an account falls into arrears:

1. A reminder will be issued (by text, email, or letter).
2. If unpaid after two weeks, we will contact the family to agree a payment plan.
3. If no agreement is reached, paid sessions may be suspended until the debt is cleared.
4. Debts that remain unpaid after these steps may be referred to Lincolnshire County Council for recovery.

#### **6. Remissions**

In exceptional circumstances, the Federation may remit (waive) part or all of a charge. The Head of School along with the Executive Headteacher may approve remission where a family is experiencing hardship, ensuring equal access for all children.

#### **7. Damage or Loss**

We do not routinely charge for accidental loss or damage to school property such as library books or story sacks. However, voluntary contributions towards replacements would be welcomed.

#### **8. Uniform**

Uniform is not compulsory. Each school provides information on its preferred colours and suppliers. Protective clothing (e.g. aprons) will be provided for messy play or creative activities.

## **9. Lettings**

Lettings will be charged in accordance with Lincolnshire County Council's Lettings Policy and Guidelines. Non-profit community groups may be offered reduced rates at the discretion of the Executive Headteacher.

## **10. Private Photocopying and Telephone Use**

Staff and parents may make personal use of the school telephone or photocopier with a small charge (typically 5–10p per copy or local call).

## **11. Monitoring and Review**

This policy will be reviewed annually by the Governing Body to ensure it continues to meet statutory requirements and reflects any changes in DfE guidance or local costs.

Approved by: LMNSF Governing Body

Date: \_\_\_\_\_

Next Review: \_\_\_\_\_