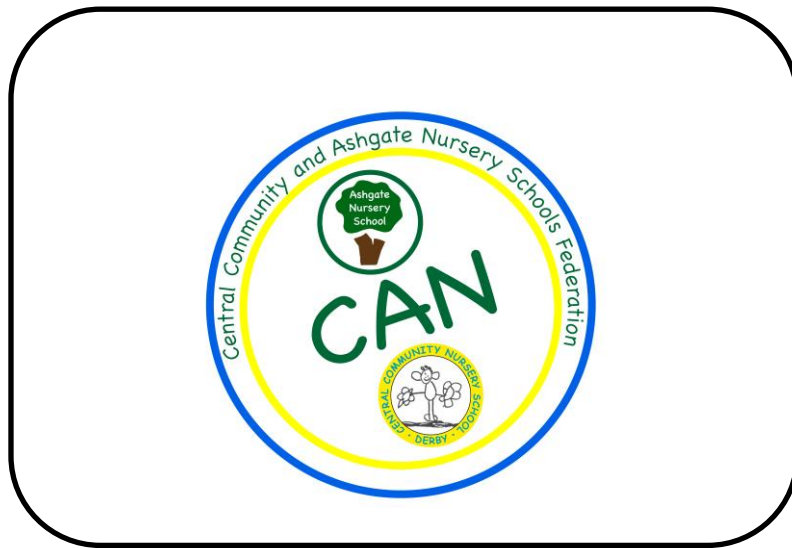


Central Community and Ashgate Nursery Schools' Federation



Charging and Remissions Policy

Date of Policy: April 24

Date of next review: April 25

Signed by:

Headteacher

Date: 28 March 2024

Chair of governors

Date: 28 March 24

Aim – that all children can participate in all aspects of nursery school provision regardless of the ability of their family or carer to pay

Fund raising activities

Fund raising support from friends and families of the school enables us to provide a whole range of additional experiences and resources beyond our substantive school provision.

Fund raising activities include:

- Sale of school photographs
- School fairs

There are other initiatives from time to time, which often raise funds for specific projects. All money is paid into the school fund account and this is audited annually.

We Can Together

This is a charitable company registered by the schools to support activities which enhance the education of the children and families in the schools beyond any statutory provision. The charity will be able to access a wider range of funding and money raised through the charity will be used for the development of the provision and for the benefit of the children and families in the schools. Where the trustees of the charity and the governors of the school deem it appropriate money from the school fund may be used to support the charity.

Registration Fee

Where applicable a registration fee will be charged in order to secure a child's place at nursery. This will be set each September and April as part of the fee review. This fee will be deducted from the first month's invoice.

This fee will not apply to children claiming the Flying Start funding.

Nursery Contributions

Learning enrichment

Parents of children in the nursery are asked to contribute an amount per child per session to cover the cost of learning enrichment activities during their time in nursery. A receipt will be given. These activities cover a range of items including:

- Healthy eating – fruit and vegetables for snack
- Gardening
- Baking and cooking
- Caring for our animals
- Yoga
- Woodland garden

Trips

The school asks for a voluntary contribution from families towards the cost of school trips. Inability to pay will not exclude any child from accessing these experiences.

Funded Nursery Education Sessions

- All 3 and 4 year olds are entitled to 15 hours of government funded education (term time only).
- Some under 3 year olds are eligible to 15 hours of government funded education (term time only).
- Some 3 and 4 year olds from working families will be entitled to increased hours. These can be taken as 30 hours per week over 38 weeks of term time. These sessions will be contracted in line with local authority policy and procedure.

Payment of Invoices

- Invoices will be issued for all charges and are to be paid in advance.
- Invoices will be issued a minimum of 30 days in advance and will state a 'due by' date.
- New starters will be expected to pay their first invoice prior to their child accessing their place.
- Invoices can be paid by the following methods:
 - Cash or cheque at the office
 - Online through 'Scopay' (Central Nursery only)
 - Childcare voucher
 - HMRC tax free childcare
 - Other bursary methods as required
- Receipts will be issued.
- Late fees will be charged on any additional hours charges not paid by the 'due by date'. These will be on a tiered charging basis.
- Invoices will be based on the child's current agreed sessions and may adjust depending on any changes made to sessions attended and actual meals taken during the invoice period.
- Invoices that remain unpaid for more than four weeks will result in the additional sessions or the meals being unavailable.
- This will not affect the continuation of the child's access to their education entitlement.
- Payment plans can be agreed
- **Grants and bursaries**
 - Proof must be shown that the child is linked to our establishment for the purpose of the grant. This must be done within one week of the date the parent wishes to use the grant or the full amount will be payable by the parent until proof is received by the school.
 - The parent is liable to pay in full for any weeks not covered by a grant or bursary.
 - It is the parent's responsibility to ensure that grant covers what they expect it to cover. Any shortfall will need to be paid for by the parent
 - If the grant or bursary does not cover the full weekly amount then the parent must pay the remainder in line with our charging policy
 - Any overpayments by the parent will be refunded in line with our refund policy

Additional Sessions

All children wishing to attend for sessions over and above their funded entitlement will need to pay for these sessions. We provide affordable high quality early years education to support the needs of all children and carers. Funded and paid sessions are delivered alongside each other in terms of location and curriculum.

- The cost of additional sessions is kept to a minimum in order to make sessions available to as many families as possible.
- Prices are reviewed twice a year – in September and April.
- A minimum of four weeks written notice will be given prior to any change in the costs of sessions
- Session charges are published on the school website and are readily available from the school office.
- The school will inform parents of 'tax free childcare' available through gov.uk

Holiday sessions

Holiday sessions will be available at Central Nursery during most school holidays. The charge for these sessions will be as follows:

- i. Daily rates will be in line with current charges leaflet
- ii. Children will be cared for on a ratio of 1:3, 1:4 or 1:8 depending on the age of the child.
- iii. For health and safety reasons the staff ratio may need to be adjusted to reflect the needs of child the school will discuss the charging rate. Grants may be available to cover additional costs.
- iv. Children who attend primary school will be able to access sessions at a lower half-day or daily rate

Late pick up

Charges will be applied for all children who are collected later than their contracted session end time. These will be in line with published charges and may be higher than the hourly rate depending on the time of day.

Ad-hoc additional sessions

- Parents may request additional sessions over and above their contracted sessions whenever they require them. These will be available if there is space and will be payable at the time of booking.
- Sessions will not be available to families who have more than one month's arrears.
- Parents requesting regular additional sessions (more than two weeks per month) will be deemed to be on a shift worker pattern (see below)

Shift Worker Patterns

In order to ensure a place is available whenever the child requires it, parents will be required to pay in full for all sessions being held open for the child.

Requests for changes to sessions

- These are to be submitted to the office on the approved form. Requests will be considered weekly.
- Parents requesting more than two changes in a month will be deemed to be on a shift worker pattern and charges will be applied as above.

School Meals

- The cost of school meals is set by the school.
- Charges for meals are reviewed in line with additional session charges detailed above.
- Parents/carers can pay for school meals by the same methods as detailed for invoices.
- Receipts are issued.

Premium Places

- Some sessions will attract an additional premium charge.
- These sessions and their premium will be published along with our regular charges.
- Some exceptions will apply.
- Current premium places:
 - Early dawn – 7.30 – 8.00 charged at a fixed rate. Government funding cannot be used before 8.00.

Refunds

- Overpayments by parents will be used against future charges.
- If the amount of overpayment exceeds 1 months' worth of charges then the parent may request that the school repay the amount.
- The payment will be refunded to the parent by the same mechanism that the original payment was made.
- The school will complete the refund within 4 'term-time' weeks.
- The school reserves the right to deduct any fee charged by a payment platform. The amount of this fee will be notified to the parent prior to the refund being processed.

Other Payments

Telephone Calls

- Parents are allowed to make personal calls in an urgent situation or emergency.
- All private phone calls must be paid for and recorded in the book in the office.
- The telephone bill is monitored carefully to ensure that calls are official or paid for by the relevant person.
- The telephone money is paid into the school budget as appropriate with that week's money.

Incoming Private phone calls

Please try to avoid incoming calls during the working day. In unavoidable cases a message will be taken in the office and passed on to you. If the call is urgent you will be notified immediately. Please let one of the office team know if you are expecting any calls.

Nappies

Parents will be asked to supply nappies, wipes and nappy sacks for their children. A charge will be made if school's supplies are required.

Photocopying and Laminating Charges

- Staff and parents may carry out small quantities of photocopying and laminating. The current charges are displayed in the office. A receipt will be given. The money is paid into the school budget as appropriate with that week's money.

Lettings

- There is no lettings charge made for the school governors' meetings that are held regularly on the school premises.
- Other lettings will be charged according to agreed lettings rates, with the exception of community and non-profit making organisations, at the discretion of the governors

School staff drinks

There is no charge for staff drinks. Voluntary contributions are welcome to support the provision of hot drinks for staff.

Links to other policies/documentation

- [Session charges](#)
- [Free school meals Policy](#)
- [Admissions Policy](#)
- [Inclusion Policy](#)