

Charging and Remissions Policy

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the School will provide free of charge and for those items where there may be a charge. The policy has been informed by the Local Authority policy and the DfE guidance

Definition

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

The school is open from 7.30am – 5.30pm Monday - Friday for 38 weeks per year (term time)

Responsibilities

Responsibility for approving the charging and remissions policy has been delegated to the Headteacher

The Headteacher is supported in the implementation of this policy by the Senior Administrator and the Administration Team.

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Items provided for free

All activities that are a considered part of the Statutory Framework for the Early Years Foundation Stage (2021) will be provided free of charge. This includes all materials, resources and curriculum enhancements.

Hours of Provision

15-hour options

Monday to Wednesday

(Funded and free of charge)

Monday & Tuesday 8.45am to 3.30pm, Wednesday 8.45am to 11.45am

Wednesday to Friday

Wednesday 12.30pm to 3.30pm, Thursday & 8.45am to 3.30pm

Mornings Monday to Friday

Monday to Friday 8.45am to 11.45am

Afternoons Monday to Friday

Monday to Friday 12.30pm to 3.30pm

30-hours	(Funded and free of charge, subject to eligibility criteria)
4 days and one half day	8.45am to 3.30pm x 4days and one half day session either 8.45am to 11.45am or 12.30pm to 3.30pm

Additional charges

Snack	£6 per half term
Lunchtime meal	£ 1.60 per day

Fee Paying provision (Additional nursery sessions subject to capacity)

2-3 Years Term Time Only

Full week 7.30am-5.30pm Monday to Friday	£200
Full day 7.30am-5.30pm	£46
Full AM session including breakfast and lunch 7.30am-12.30pm	£26
Full PM session including lunch and tea 11.45am-5.30pm	£30
Full day core sessions including lunch 8.45am-3.30pm	£32.50
Core AM session including lunch 8.45am-12.30pm	£20
Core AM session no lunch 8.45am-11.45am	£14.75
Core PM session including lunch 11.45am-3.30pm	£20
Core PM session no lunch 12.30-3.30pm	£14.75
Breakfast session only including breakfast 7.30-8.45am	£7
After school session only including tea 3.30pm-5.30pm	£11.50

3-5 Years Term Time Only

Full day 7.30am-5.30pm	£41
Full AM session including breakfast and lunch 7.30am-12.30pm	£22.75
Full PM session including lunch and tea 11.45am-5.30pm	£26.25
Full day core sessions including lunch 8.45am-3.30pm	£28.50
Core AM session including lunch 8.45am-12.30pm	£17.50
Core AM session no lunch 8.45am-11.45am	£12.75
Core PM session including lunch 11.45am-3.30pm	£17.50
Core PM session no lunch 12.30-3.30pm	£12.75
Breakfast session only including breakfast 7.30-8.45am	£6.20
After school session only including tea 3.30pm-5.30pm	£10

There will be a £10 charge for late payments and £10.00 for every half an hour for late pick-ups (at the Headteacher's discretion.) The notice period for any fee paying provision is 4 weeks.

On rare occasions and unforeseen circumstances, we may need to close the Nursery School. Closure will only be done as a last resort. Fees will be refunded if we cannot arrange alternative childcare.

Voluntary contributions

Voluntary contributions may be sought for activities during the school day, which entail additional costs, for example educational outings and visits. In these circumstances no child will be prevented from participating because his/her parents/carer cannot or will not contribute, however if sufficient funds are not available it may be necessary to curtail or cancel activities.

Photocopying

A charge may be made for photocopying of any documents provided to parents and outside agencies at cost (including admin time), which is not related to school activities. We will not charge for the photocopying of any School policies.