

# 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 only)

## Responsibilities

The Headteacher is supported in the implementation of this policy by the Business Manager 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

<b>15-hour options</b>	<b>(Funded and free of charge)</b>
Monday to Wednesday	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 8.45am to 11.45am
Afternoons	Monday to Friday 12.30pm to 3.30pm
<b>30-hours</b>	<b>(Funded and free of charge, subject to eligibility criteria)</b>
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 £7 per half term from September 2023

Lunchtime meal £ 1.85 per day from April 2024  
£ 2.00 per day from September 2023

## 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. The notice period for any fee-paying provision is 4 weeks.

Deposits- Initially to secure a fee-paying place a £50 non- refundable down payment is required, which will come off the first month's fees when the child has started. A month's fees are required as a deposit, these will be included in the first invoice. This deposit will be returned as a payment against the final invoice.

Charges will be for term time only -38 weeks of the year. A monthly invoice will be issued at the beginning of every month. Fees include breakfast, snack, lunch and light tea if applicable. We reserve the right to implement fee rises, but we will give one months' notice. Payments are due within 10 days of receiving the invoice. Late payments could result in the childcare offer being withdrawn to avoid parents/carers getting into debt. If your child is ill charges still apply.

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.