

Charging and Remissions Policy



Written by: Low Hill Nursery School

Reviewed: July 2024

Review: July 2025

Approved: 1st July 2024

Chair of Governors: Carol Ferron-Smith

Acting Headteacher: Emma Harris

Low Hill Nursery

Charging and Remissions Policy for Parents and Carers

INTRODUCTION

The Governing body of Low Hill Nursery recognises the valuable contribution that the wide range of additional activities including special visitors, cooking and off site visits can make towards the children's personal and social development.

The Governing Body aim to promote and provide such enriching activities as part of a broad and balanced Early Years Foundation curriculum for the children.

In accord with the Education Reform Act 1996, the Governors have drawn up the following charging and remissions policy. The Governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

AIM

The aim of this policy is to set out what charges will be levied for various activities and services and the circumstances under which voluntary contributions will be requested from parents/carers.

CHARGES

All education and care during a child's 15 hours entitlement is free. We do not charge for any activity undertaken as part of the Early Years Foundation Stage curriculum requirements. However, activities, which enrich the curriculum and educational experience of all the children, we may charge or ask for voluntary contributions.

VOLUNTARY CONTRIBUTIONS

We may ask for voluntary contributions for activities wholly or partly during nursery sessions which otherwise would be prohibited by cost.

We ask all parents/carers to contribute £1 per week to our school fund, this helps towards the cost of buying in external agencies such as entertainers and workshops.

Parents are under no obligation to make any contribution and children of parents who are unable or unwilling to contribute will not be excluded from any such activity on the basis of non-contribution.

However plans may have to be cancelled if sufficient contributions are not received by the school. The Head Teacher has the delegated authority to determine whether any such activity will continue.

SCHOOL TRIPS AND VISITS

When organising school visits, which enrich the curriculum and educational experience of the children the school will write to parents asking them to contribute towards the cost. No pupil will be left out because a voluntary contribution has not been received. However if there are insufficient contributions, the school may be left with no choice but to cancel the visit or future visits. Parents and carers who had contributed would then receive a refund. No profit is generated from school trips.

If a child is unable to take part in any visit or activity through illness, then a refund would be issued, less any expenditure already committed (e.g. coach payment).

Extended Entitlement

Low Hill Nursery School offers '30 Hours Extended Entitlement'. The 30 hours core entitlement runs from 8.30am-2.30pm. There is an option for paid care for the last hour of the day. This would be payable weekly to the school office. Parents or carers are required to commit in advance to this additional hour and must sign a contract (Appendix 1) Additional hours will be charged at £7 per hour.

It has been agreed by the Governing Board that any parent/carer falling behind in payment for a period of 2 weeks will be at risk of losing the provision.

EXCEPTIONAL CIRCUMSTANCES

We understand that at times there may be exceptional circumstances where parents/carers may need to access additional hours. This will be determined by the Head teacher and chargeable.

ADDITIONAL HOURS

Additional hours may be considered, these may include if a parent/carer is studying or working. Additional hours will be determined by the Headteacher. The head teacher will consider if the additional hours are in the best interests of the child and also availability of places. Additional hours will be subject to the same contract/payments arrangements as above.

LATE COLLECTION FEE

It is essential that children are collected on time. We understand that there may be occasions that you may be late to collect your child. Parents/carers must inform the school office if they are going to be late.

If a child is collected late on more than one occasion then there will be a £7.00 charge for each subsequent 15 minute period.

DAMAGE TO PROPERTY AND BREAKAGES

No charge will be made for materials, books, activity packs or equipment needed for nursery sessions or which are available for loan to parents/children. However we may seek to recover some or all of the costs incurred in cases of loss, wilful damage or breakage of school property. This will be determined by the Head teacher.

INCOME FROM SALES/LETTINGS – NON-PROFIT MAKING

Some goods may be purchased through the school for the convenience of parents, pupils or teachers which they will own. The school will not seek to make a profit from these sales. These include the printing of learning journeys or buying USB sticks for learning journeys to be stored on.

REMISSIONS AND CONCESSIONS

We may choose to subsidise, in full or part, charges for certain activities for those families unable to meet the full cost of voluntary contributions or charges. This will be determined by the Governing Body, advised by the Head Teacher. The circumstances in which concessions are applied will be reviewed regularly.

PAYING FOR INFORMATION

Where parents request copies of information under the Freedom of Information Act, the Governors can make a charge for providing copies of information.

RECEIPTS

Receipts will always be given when payments are made to the school.

MONITORING AND REVIEW

The procedures in this policy will be monitored and reviewed by the Governors, Head teacher and staff, in the light of any new information and guidance which becomes available.

Headteacher	Mrs Natalie Showell
Chair of governors	Ms Carol Ferron-Smith
Date	July 2024

Appendix 1

LOW HILL NURSERY SCHOOL
Jenks Avenue, Low Hill. Tel. 558124
lowhillnurseryschool@wolverhampton.gov.uk
www.lowhillnursery.co.uk

Mrs Natalie Showell
Headteacher



30 Hours Provision and Wraparound Care – INITIAL APPLICATION

Dear Parents,

Your child has been on our waiting list for the 30 hours provision, I am now writing to offer your child one of these places.

From the beginning of the Term the hours for your child will be **8.30am – 2.30pm**. Please provide a packed lunch for your child every day.

In addition to the 30 hours we can offer an additional hour at the end of the school day which will enable you to collect your child at 3.30pm. This however will be charged at a **cost of £7 per hour** (£35.00 a week). The charges are payable in advance on a Monday. **Prompt payment of the charges will ensure that your child remains part of the extended day.**

If your child is absent, we still require that you pay the weekly rate. This is to enable us to continue to provide this facility and pay staff to care for your child.

If you fail to pay your fees, unfortunately reserve the right to reduce or cancel your child's **additional hours** with immediate effect. We will of course discuss this with you first and attempt to support you and your child if you are experiencing difficulties.

The extra hour is provided by the school at a cost to parents and is not part of the 30 hour entitlement.

Please can you complete the attached form if you want to access the extra hours.

Please speak to myself or Pauline if you have any queries.

Yours sincerely

Natalie Showell
Headteacher

Low Hill Nursery School – Wraparound Provision - Initial Application

Child's Name.....

Parent/Carer's Name

I would like my child to stay at the Nursery during the period **2.30pm to 3.30pm** as part of the 'wraparound' service being offered, and I am prepared to pay £35 which

represents a charge for 5 one hour sessions for the childcare. I understand that I must provide a packed lunch for my child each day.

Please give brief details of any special diet that your child may need:

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(In particular allergies/medical needs)

I understand that my accepting the place for my child commits me to paying for the whole term. ***I accept that any non-attendance by my child will not warrant a refund.***

Signed.....
.....Parent/Carer

Date.....