



## Whitnash Nursery School Charging and Remissions Policy

(this policy is applicable from September 2015 when it will replace all previous charging policy)

Date Policy first written	Summer 2011	Ratified: Summer 2011
Policy Reviewed:	Summer 2012	Ratified; Autumn 2012
	January 2015	Ratified: March 2015
Signed by	Headteacher	Chair of Governors
<b>Review due:</b>	<b>Headteacher</b>	<b>Chair of Governors</b>
<b>January 2016</b>		

Written by Staff and Governors  
As a result of current School practice.

# Whitnash Nursery School

## Charging and Remissions Policy 2015

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### **Why we need a charging policy**

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

We need a charging policy in order to ensure that the Nursery School and Nurture Nursery charging fees appear in a fair and transparent manner.

### **Charging policy aims**

The aim of the policy is to clearly display charges where applicable.

### **Nursery School Charges**

- **Free Entitlement**

Free nursery education is available for children from the start of the term after their third birthday and is subject to places being available in the Main Nursery School. Each child is entitled to 15 hours per week of Nursery Education Funding. To allow for the maximum number of families to access this free provision in our School the 15 hours are generally arranged across the mornings or afternoons with one long session of five hours on a particular day of the week in negotiation with parents. A small amount of flexibility is possible and parents requiring alternative arrangements are asked to specify their requirements directly to the school. The maximum number of NEF hours available in school on any one day are 5 hours.

- **Additional Hours**

If a parent requires their child to be in nursery for hours additional to their 15 hour entitlement then each hour will be charged at a rate of £5. Parents need to liaise with their family group leaders with regard to availability for flexible use of additional hours. For a longer term arrangement Parents need to liaise directly with the Headteacher with regards to availability.

- **Story Time**

To ensure families with older children accessing local schools where collection times clash with those of the Nursery School children can access the Nursery School, an additional 15 minute Story Time for a nominal fee of 50p per day is available. This must be booked in advance.

- **School Fund**

In our School we seek to provide a high quality learning environment with well qualified staff. We are able to offer a range of creative experiences as well as a daily snack time for children as a result of the additional contributions collected on a voluntary basis from parents of children who attend and benefit from those provisions. Voluntary contributions are collected and recommended at £1 as an appropriate amount. Voluntary contributions can be enhanced by Gift Aid, currently at 25p per pound donated at no further cost to parents; further details can be gained from Emma in the school office.

## **Under the Community Facility Powers of the Governing Body of Whitnash Nursery School we are able to offer the following:**

### **Extended Services & Charges**

#### **Nurture Nursery**

Our aim is to ensure that the Nurture Nursery is as accessible to all families as possible. Governors have set the hourly rate at £5 to cover the costs of the service, it is run as a not – for-profit service at the lowest rate we are able to offer. Parents who are struggling to afford to pay for sessions can contact Warwickshire County Council to see whether they qualify for 2help funded spaces.

Payment is acceptable in cash, cheque or by childcare vouchers from employers. We currently accept a range of Employer Childcare Vouchers from:

- Computer Voucher Services
- Eden Red
- Fideliti
- Care4

Other Employer Childcare Vouchers can be easily set up if required; more information can be obtained from Emma, School Administrator.

Children subject to Child Protection Plans may be required to attend Nurture Nursery sessions as part of the Plan and as such it may be possible for Children's Services to be invoiced for these fees (by prior agreement from the Children's Services team)

Parents / carers are expected to call in advance to notify of any absence. One month of unauthorised absence will lead to a review to determine whether a place is still required. If non-payment of fees occurs the Headteacher on behalf of the Governing body will contact the family by letter and will give notice that the place will be withdrawn.

Please refer to Appendix 1: Nurture Nursery Terms and Conditions

### **Nursery School Lunch Club**

Lunch Club is a facility that we offer which falls outside the Nursery School Free Entitlement and will be charged £5:00 per session (please note children access 1 free lunch club during their long session as part of their 15 hour entitlement)

These sessions are only guaranteed on a termly basis and are subject to availability.

Parents / carers are asked to identify the days they require and to pay in advance. If a child is absent for their booked lunch it is requested that the parent / carer contact the Nursery School with a minimum of 24 hours notice to cancel their child's place. Outstanding fees will be dealt with on an individual basis and at the discretion of the Head Teacher. Social Services may, with prior agreement, be invoiced for lunch club fees for children subject to Child Protection Plans. Payment can be made by cash, cheque, or certain childcare vouchers from employers.

### **Early Entry Sessions for 3 year olds who are not yet eligible for Nursery School Free Entitlement**

These sessions will be charged at £12.50 per session (9.00 – 11.30am or 12.45 -3.15pm) or could be purchased as 2 hour sessions at a rate of £10 equivalent to the costs of a Nurture Nursery Session. When available this may mean a child can access a 'space' in the Main Nursery School the term prior to eligibility for 15 hours free entitlement if available.

The sessions are subject to availability and may be withdrawn at any time if another child requires a Nursery School place and they are entitled to Nursery Education Funding.

### **Charges for persistent late collection of Nurture Nursery and Nursery School children**

In accordance with our Uncollected Children Policy, the governing body has the right to impose a charge for the additional childcare given.

£5 will be charged for persistent late collection. (One verbal reminder about collection, followed by a written reminder will then be followed by invoice for payment for late collection)

### **Administrative charge**

An administrative bank charge of £10 per cheque is passed on to any parent/carer where a remittance is returned unpaid by their bank. The school/centre reserves the right to insist on **replacement** funds being paid in cash only.

### **Lettings**

Our Lettings Policy details the charges for hiring out rooms.

## Appendix 1

### **Whitnash Nursery School: Nurture Nursery provision Terms and Conditions**

Our Nurture Nursery was established in September 2012 on a not-for-profit basis, to provide a high quality early years learning environment and experience for children aged two years and four months and older. The Nurture Nursery is part of an integrated service operated by Whitnash Nursery School which is a Warwickshire County Council maintained nursery school. Kindly refer to the school's website for further detailed information at [www.whitnashnursery.co.uk/](http://www.whitnashnursery.co.uk/)

**The Nurture Nursery is registered under OfSTED: registration number EY476898**

#### **Opening hours:**

The Nurture Nursery is open Monday to Friday, term time only from 9.15 a.m to 11.15 a.m. We follow Warwickshire LA's academic school year and in addition will close on certain specific dates, notifiable in advance, for staff training.

#### **Fees:**

From 1 September 2015 the session charge is based on £5 per hour; each session is 2 hours duration. It is recommended for continuity of care and learning that a minimum of 2 sessions per week are purchased.

Invoices for Nurture Nursery will be sent out half termly and **payment will be due in advance to secure places**. Weekly payment can be arranged.

An additional hour-long Lunch Club is also available for those children participating in the Government funded **2Help Scheme**.

Invoices can be paid for in cash, cheque or using childcare vouchers.

Fees are reviewed by the school's Governing Body at least annually, and increases will be levied, if deemed appropriate, with effect from 1 September at the start of the school academic year.

#### **Charges for persistent late collection of Nurture Nursery children:**

In accordance with our Uncollected Children Policy, the governing body has the right to impose a charge for the additional childcare given as all additional care results in staffing costs/time.

£5 will be charged for persistent late collection. (One verbal reminder about collection, followed by a written reminder will then be followed by invoice for payment for late collection)

#### **Administrative charge:**

An administrative bank charge of £10 per cheque is passed on to any parent/guardian where a remittance is returned unpaid by their bank. The Nurture Nursery reserves the right to insist on **replacement** funds being paid in cash only.

In the event of financial hardship arising as a result of a change in unforeseen circumstances e.g. redundancy, we ask parents/guardians to contact the Headteacher at the earliest opportunity to discuss alternative arrangements.

**Notice of termination:**

Nurture Nursery fees are charged at a level solely to cover staff salary costs therefore, we require that parents/guardians provide a minimum of one calendar month's written notice to terminate your child's place. Furthermore, we reserve the right to terminate your child's place with immediate effect and without further notice if accounts are outstanding by more than 30 days from the date of invoice.

**Refund for non-attendance:**

Nurture Nursery will not refund any fees if your child is absent due to illness or family holidays. In addition, Nurture Nursery will not refund any fees if it has to close due to 'acts of God', infectious diseases, pandemics, environmental factors (e.g. snow, flooding etc.), emergency repairs (e.g. boiler failure etc.), or other situations beyond Nurture Nursery's control.

Refunds will be made in the event of closures arising from Trade Union industrial action.

*I/We confirm that I/we have read the above Terms and Conditions and accept them as stated.*

*Signature(s) of  
Parent(s)/Carer(s).....*

*Child's Name (Please  
print).....*

*Date: .....*

Please return this signed copy to the school office as soon as possible. Thank you.