

# Whitnash Nursery School



## Charging and Remissions Policy 2023

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>Reviewed</b>	<b>Headteacher</b>	<b>Chair of Governors</b>
<b>February 2023</b>		

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

# Whitnash Nursery School

## Charging and Remissions Policy 2023

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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**

- **Applications administration fees:**

The Nursery School charges a non-refundable £15 admission fee payable by all parents when enrolling their child. This payment must be made by cash or bank transfer, details are provided on application forms.

- **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 a universal 15 hours per week of Nursery Education Funding and the prime aim of our Nursery School is to ensure children can access their 15 hour universally funded place. 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 school will always do its best to offer you the hours you require or an offer that is as close as possible to that arrangement. The maximum number of NEF hours available in school on any one day are 5 hours for 15 hour places. We also recognise that some families are entitled to 30 hour funded places and offer a small number of these spaces in our Nursery school. Parents should be aware that there is an 'enhanced additional facilities' fee, explained later in this policy that is payable alongside these spaces.

- **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 £7:00 per hour. Parents need to liaise with the Office Manager 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. These additional 'purchased' hours have the "enhanced facilities fee accounted for within the hourly rate charged.

- **School Fund**

In our School we provide a high quality learning environment with exceptionally qualified staff. We offer a range of creative learning experiences, visiting provocations for learning as well as a daily snack time for children. School fund contributions often support some of these costs and help us to keep 'enhanced additional facilities fees' as low as possible. Voluntary contributions are collected and recommended at £2(weekly) 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. Parents are welcome to make a single payment on a termly basis via bank transfer if this is easier.

**The Governing Body of Whitnash Nursery School are able to offer the following:**

### **Extended Services & Charges**

#### **'Additional facilities fees'**

*The 30 hours free childcare offer is not intended to cover the costs of meals, consumables, additional hours or additional activities. Providers may charge a fee for these additions. If you choose to pay for these it is an arrangement between you and the childcare provider. (childcarechoices.gov.uk)*

At Whitnash Nursery School we pride ourselves in offering the highest quality education that we can. This is not possible if we rely solely upon the funding allocated through the 3-4 year old scheme. While the Government provides a direct 'enhanced facilities supplementary fee' payment for Maintained Nursery Schools for the 15 universal hours this unfortunately does not cover those accessing 30 hour places.

In accordance with terms and conditions we do not charge for the 'additional 15 hours' care for our 30 hour children, however we do need to charge an 'additional enhanced facilities fee' that covers the snacks, drinks, enhanced activities and commissioning of high quality professionals who work with the children during these additional hours. Professionals such as a resident artist including materials and a music and dance teacher alongside other high quality resources. We do this at the lowest rate possible for our working families and this is supported by all families contributing to the voluntary fund. This fee is worked out at an additional £1 per hour for funded sessions. This is then multiplied by 38 weeks (or the number of weeks) and divided by the 11 months (or the number of months) your child will attend to become a monthly amount. For example if your child attends for an additional 15 hours (on top of the universal 15) for the school year then the costs would be £51.82 per month.

If you are a working parent who has siblings attending at the same time we offer a 25% sibling discount on your costs. If you were previously eligible for 2help funding we offer a 50% discount.

### **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 £7:00 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. The School is also registered for the Governments Tax Free childcare scheme.

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 frozen and then withdrawn.

Please refer to Appendix 1: Nurture Nursery Terms and Conditions

### **Nursery School Lunch Club**

Additional Lunch Club sessions outside of the 15 hour entitlement are a facility that we offer subject to availability and will be charged £7:00 per hour in line with our hourly rate charges. (Please note children access 1 free lunch club during their long session as part of their 15 hour entitlement, children accessing 30 hour spaces will access lunch club as part of that entitlement)

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

For additional sessions for 15 hour children 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.

Please note that if Parents do not pay for lunch clubs they have booked then further bookings will be declined. The service is not for profit.

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

These sessions will be charged at £17.50 per session (9.00 – 11.30am or 12.30 -3.00pm) or could be purchased as 2 hour sessions at a rate of £14 equivalent to the costs of a 2 hour 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.

£7:00 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) Where Parents are more than 10 minutes late they may be subject to an hour rate charge as this prevents staff from attending meetings and fulfilling their planning and preparation allocated time.

### **Administrative charge for returned cheques/payment issue follow up**

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.

## 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 three months and older. The Nurture Nursery is part of 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.whitnashnurseryschool.org.uk](http://www.whitnashnurseryschool.org.uk)

**The Nurture Nursery is registered under OfSTED as part of the School provision which is now recognised to run from 2 years to 4years.**

#### **Opening hours:**

The Nurture Nursery is open Monday to Friday, term time only from 9.15 am to 11.15 am. For an extended trial period the Nurture Nursery has expanded and also offers afternoon places so that more families can attend, from 1:00pm - 3:00pm, Monday -Friday 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 2023 the session charge is based on £7:00 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 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 or BACS. 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.

£7:00 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 withdraw a 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, 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.

Please note that by accepting and beginning a place at the Nurture Nursery it is understood that you have read and agreed to these arrangements and terms and conditions.