Whitnash Nursery School

Nursery Charging and Remissions Policy 26/27

Signed by		Date
Rachel Barber	Headteacher	**September 26**
Alison Paveley	Chair of Governors	**Awaiting Approval**

Whitnash Nursery School

Charging and Remissions 26/27

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**

All three- and four-year-olds are entitled to 570 hours of free early education each year, equivalent to 15 hours per week over 38 weeks, from the term following their third birthday. Places in our Main Nursery School are subject to availability and our admissions arrangements.

We aim to enable as many families as possible to access their universal entitlement. Our 15-hour places are normally offered through morning or afternoon sessions, including an agreed longer session. The available session patterns and times are explained during admission. Under our current arrangements, children accessing a 15-hour place normally attend for no more than five funded hours in any one day.

Parents requiring a different attendance pattern should discuss their needs with the school. We will consider requests within our staffing, capacity and available session arrangements.

We also offer a number of 30-hour funded places to eligible working families. For three- and four-year-olds, this total includes the universal 15 hours. A valid eligibility code is required.

- **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 £8 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.

- **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 times for children. School fund contributions often support some of these costs and help us to keep our 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.

Funded places and optional extras

At Whitnash Nursery School, we are committed to providing high-quality, inclusive early education for every child.

All funded entitlement hours are provided free of charge. This applies equally to children accessing the universal 15-hour entitlement and those accessing a 30-hour funded place. We do not charge an hourly top-up or enhanced facilities fee for funded provision.

Our educational provision includes the staffing, resources and materials needed to deliver the Early Years Foundation Stage. Families are not required to pay towards these costs.

We may offer separately charged extras, such as snacks or specific optional activities beyond our usual educational provision. Any charges will be published, clearly itemised and agreed with parents beforehand. Participation and payment are optional.

Parents may decline chargeable extras without losing their child's funded place. We will explain suitable alternatives, including supplying their own appropriate consumables or having charges waived. Children who do not participate in an optional activity will continue to receive high-quality EYFS provision during their funded hours.

We welcome voluntary donations of £2 a week to support additional opportunities and resources. There is no obligation to contribute, and a family's decision will not affect their child's place or access to our educational provision.

Where optional extras are purchased, we offer a 25% sibling discount for families with siblings attending together and a 50% discount for families previously eligible for 2Help funding. These discounts do not replace parents' right to decline optional charges and access funded hours free of charge.

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 £8 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 Nursery 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 may then be 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 £8 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 £24.00 per session (9.00 – 12.00pm or 12.00 -3.00pm). 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 and appropriate. These Early Entry sessions can also be funded with the 30 hours working family's government funding, please enquire at the school office for more information on this.

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

The governing body has the right to impose a charge for the additional childcare provide beyond the Nursery Education Funded hours and this includes situations of persistent 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. £8 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). Please always contact us if you believe you may be collecting late and give a reason so that sensible and fair decisions can be made when implementing this part of our policy.

Administrative charge for returned cheques/payment issue follow up

An administrative bank charge of £10 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 year learning environment and experience for children aged two years 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.**whitnashnursery**.co.uk

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

Opening hours:
The Nurture Nursery will open Monday to Friday, term time only from 9.00a.m to 2.00 p.m.
We follow Warwickshire LA's academic school year and in addition will close on certain specific dates, notifiable in advance, for staff training days.

Fees:
From 1 September 2026 the session charge is based on £8 per hour; each session is up to 5 hours duration; minimum sessions are 3 hours. It is recommended for continuity of care and learning that a minimum of 2 sessions per week are attended. Children who stay for more than 5 hours will need to bring their own packed lunch for a lunch club experience.

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

The Nursery participates in the Government funded **2Help Scheme and the new up to 30 hours offer for working Parents.**

Invoices can be paid for in cash, using childcare vouchers, via our card machine 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.

£8 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** without an arrangement for repayment in place.

Refund for non-attendance:
Nurture Nursery will not refund any fees if your child is absent due to illness or family holidays. Please note early sessions where children are settling in and may complete shorter attendance patterns are also fully charged at the number of hours the full place is booked for. Children are settled as quickly as possible but are not fully separated on their first session for all of their hours as this can cause distress and trauma. 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.