



# Whitecross Nursery School

## Charging & Remissions Policy

Reviewed by	Resources Committee
Date of last review	May 2022
Date of next review	May 2025
Ratified by the Governing Body	6 <sup>th</sup> July 2022

This policy will be reviewed sooner if there is a change to legislation or guidance which may affect it.  
Any changes will be communicated to all stakeholders.

### **AIM**

The aim of this policy is to set out what charges will be levied for activities or additional childcare hours and the circumstances under which voluntary contributions will be requested from parents.

The Governing Body of the school are responsible for determining the content of the policy and the Headteacher is responsible for its implementation.

### **15 Hour Flexible Free Entitlement (FFE)**

Whitecross Nursery School supports the entitlement to free 15 hours early years provision for 3 and 4 year olds.

All children are entitled to a free place in an Early Years educational setting to access 15 hours (570 hours per year) of funded Nursery Education per week, over 38 weeks of the year, from the term after their third birthday.

Eligible birth dates:

<b>A child born between:</b>	<b>Will be eligible for a free place from:</b>
<b>1<sup>st</sup> April and 31 August</b> (inclusive)	<b>1<sup>st</sup> September</b> (or from the start of the <b>Autumn term</b> following their 3 <sup>rd</sup> birthday)
<b>1<sup>st</sup> September and 31<sup>st</sup> December</b> (inclusive)	<b>1<sup>st</sup> January</b> (or from the start of the <b>Spring term</b> following their 3 <sup>rd</sup> birthday if spaces are available, if not then from the Autumn term following their 3 <sup>rd</sup> birthday)
<b>1<sup>st</sup> January and 31<sup>st</sup> March</b> (inclusive)	<b>1<sup>st</sup> April</b> (or the start of the <b>Summer term</b> following their 3 <sup>rd</sup> birthday if spaces are available, if not then from the Autumn term following their 3 <sup>rd</sup> birthday)

### **30 Hours Free Extended Education Funding (FEEE)**

From September 2017, the government extended the free childcare offer for eligible 3 and 4 year olds to 30 hours per week (1140 hours per year) for 38 weeks of the year.

If families do not meet the eligibility criteria for the Free Extended Funding, they may pay for additional hours over and above the initial 15 hours at a charge of £5.60 per hour. One extra morning or afternoon session lasts for a minimum of 3 hours at a charge of £16.80. Breakfast Club sessions are charged at £9.40 to include food.

Our nursery session times are:-

Breakfast Club	7.30am – 9.00am
Morning Session	9.00am – 12.00pm
Afternoon Session	1.00pm – 4.00pm
Full Day	9.00am – 3.00pm
Full Day	9.00am – 4.00pm
After School Club	4.00pm – 6.00pm (*From Sept 2022 after school club will finish at 5.45pm)

All full days to include a school dinner; the charge for a school dinner is currently £2.70.

### **Payment of Fees for Additional Sessions/Hours**

During their child's induction period, parents are given a contract to sign detailing the weekly costs of their child's nursery place.

The charges involved will depend upon their child's sessions.

Charges will be:

£1 or £9.40 for Breakfast Club (charge is dependent on whether breakfast club is being taken as part of the funded hours).
50p per am or pm session for drinks/snack
£2.70 per school dinner
£5.60 per extra hour
£16.80 for extra 3 hours
After School Club £5.60 per hour (unless the hours are taken as part of the funded hours) plus £1 for tea.

### **Making Payments**

Our preferred method of payment is Tucasi on-line payment system. We also accept childcare vouchers although these can only be used for childcare costs and these cannot be used to pay for other items such as dinners, snacks or trips.

Log-in details for individual Tucasi accounts will be issued to parents within the first half term of the child's admission date. Fees will be calculated termly and adjusted accordingly within the term should there be an alteration to hours or lunch arrangements which affects fees.

Payments can be made weekly, monthly, half-termly or termly. Parents are asked to pay promptly within the period of time decided. Any outstanding debts should be cleared by the end of each term (December, Easter and July).

We will provide parents with one month's notice of any increase in charges where possible.

Parents / carers are encouraged to claim for free school meals where appropriate, as long as their child is at Nursery for both the morning and afternoon sessions. This is in line with Derby City Council's policy.

Parents will be required to pay for drinks and extra hours on any days when their child is absent due to holidays or illness. Money for the school dinner will always be credited. Parents will not be charged for drinks, school dinners and extra hours if the school is closed for any particular reason e.g. INSET day or special days during the school year e.g. parties where we may change their child's session with prior notice.

### **Charges for Additional Sessions**

- Prices are reviewed annually
- Session charges are readily available from the school office.

### **Voluntary Contributions**

**Visits** – when organising visits which enrich the learning experiences for children and enhance the delivery of the Early Years Foundation Stage the school may invite parents to contribute to the cost of the trip or visit. Parents will be made aware if the trip is reliant on voluntary contributions. In circumstances where insufficient funds are raised the visit may have to be cancelled.

All contributions are completely **voluntary** and no child will be excluded if his or her parents are unwilling or unable to pay. If for any reason a family is unable to pay any of the charges they should discuss this with the Headteacher to ascertain whether the school are able to support them in anyway and make exception for payments.

### **Fundraising Activities**

Fundraising support from friends and families of the school enable us to provide a whole range of additional experiences and resources beyond our substantive school provision.

### **Related Policies:**

- Admissions Policy
- Equality Policy