



## Charging and Remissions Policy

Reviewed by	Kate Parker
Date of last review	June 2024
Date of next review	(Three Year Review) June 2027
Ratified by the Governing Body	2/07/2024

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.

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### Statement of intent

Whitecross Nursery of school is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras. In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The school will:

- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

### Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme

## Our nursery session times are -

Morning Session	9.00am – 12.00pm
Afternoon Session	1.00pm – 4.00pm
Full Day until 3pm	9.00am – 3.00pm
Full Day Until 4pm	9.00am – 4.00pm

Wrap around care session are-

Breakfast Club	7.30am – 9.00am
After School Club	3.45pm – 5.45pm

All full days allow children to stay at school for lunch. Families can chose to bring a packed lunch from home or pay for a hot school lunch. School lunches current cost being £3.20.

Snack fees for each AM and PM session are set 50p per session.

### 3-4 Year Olds

#### 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>Start date</b>
1 <sup>st</sup> April - 31 August	The beginning of the term on or after 1 <sup>st</sup> September
1 <sup>st</sup> September - 31 <sup>st</sup> December	The beginning of the term on or after 1 <sup>st</sup> January
1 <sup>st</sup> January and 31 <sup>st</sup> March	The beginning of the term on or after 1 <sup>st</sup> April

#### 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. Please see the below section **Payment of Fees for Additional Sessions/Hours** for more information on charging of extra sessions.

### 2 year olds

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

Whitecross Nursery School supports the entitlement to free 15 hours early years provision for 2 year olds. The date in which they can claim will depend on birthdate.

Eligible birth dates:

<b>A child born between:</b>	<b>Start date</b>
1 <sup>st</sup> April - 31 August	The beginning of the term on or after 1 <sup>st</sup> September
1 <sup>st</sup> September - 31 <sup>st</sup> December	The beginning of the term on or after 1 <sup>st</sup> January
1 <sup>st</sup> January and 31 <sup>st</sup> March	The beginning of the term on or after 1 <sup>st</sup> April

Families who qualify for 15 hours may pay for additional hours over and above the initial 15 hours at a charge.

If families do not meet the eligibility criteria for the Funding, they may pay for a nursery hours for 2 year olds.

Please see the below section **Payment of Fees for Additional Sessions/Hours** for more information on charging of extra sessions.

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

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

Charges will be:

Breakfast Club	£10.00
Snack (for each session am and pm)	50p per session
Lunch	£3.20
AM Session	£18.00
PM Session	£18.00
After school Club 5pm	£7.00
Afterschool Cub 6pm	£13.00
Late Pick Up fee	£10.00

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

If using Wrap around care as part of funded hours then food will be charged at £1.00 per session. Food can not be paid for with funded hours.

Late Pick charge - If you are frequently late, we may have to charge a 'late pickup fee', at a cost £10.00 for every 15 minutes that you are late.

### **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 June). If fees are not paid in full by the end of each term, your child will not be able to access fee paying sessions for the next term, until the debt has been paid.

Please contact the School Business Manager in confidence on [sbm@whitecross.derby.sch.uk](mailto:sbm@whitecross.derby.sch.uk) in the event of any difficulties in making payments to the outlined time frames.

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 snack and extra hours on any days when their child is absent due to holidays or illness.

Money for school dinners will always be credited, lunches are only Parents will not be charged for snack, 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.

### **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.

