

The Lilycroft and St Edmund's Nursery Schools' Federation



Charging and Remissions Policy

Last Reviewed: June 2026
Approved By: Full Governing Board
Next Review Due: June 2027

Introduction

The purpose of this policy is to clearly outline which items the School will provide free of charge and which may incur a fee. It is based on guidance from the Local Authority and the Department for Education (DfE)

Definition

The School operates Monday to Friday, from 7:45am to 4:30pm, for 38 weeks each year – referred to as Term Time Only Provision (TTO)

Sessions that incur a fee are termed '**paid provision**' or '**childcare**', while those covered by government funding are referred to as '**funded (free) hours**'.

Eligible families may receive **15 hours per week** of funded (free) education for **38 weeks** (term time only), or **30 hours per week** for **38 weeks** (term time only).

Funded (free) provision can also be 'stretched' over 50 weeks (all year round). Holiday sessions are provided at St Edmund's Nursery School.

Policy Statement

During the school day all activities that are a necessary part of the Early Years Foundation Stage Curriculum will be provided free of charge. This includes any materials, equipment and transport to take children between Lilycroft Nursery School and the activity.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational outings and visits.

In these circumstances no child will be prevented from participating because his/her parents cannot or will not contribute.

If sufficient funds are not available it may be necessary to curtail or cancel activities. (See Educational Outings & Visits Policy).

Types of provision for funded (free) sessions

2-3 rooms & 3-4 rooms (free 15 hours provision/education)

5 morning sessions 8.45am-11.45am

5 afternoon sessions 12.30pm-3.30pm

2½ days Monday, Tuesday 9.30am-3.30pm, Wednesday 8.45am-11.45am

2½ days Wednesday 12.30pm-3.30pm, Thursday, Friday 9.30am-3.30pm

2-3 rooms & 3-4 rooms (free 30 hours provision/education)

3½ days 7.45am-4.30pm (3 days), 8.45am – 12.30pm or 11.45am-3.30pm (½ day) term time only

4½ days, Monday-Thursday 8.45am-3.30pm, Friday 8.45-11.45, term time only

5 shorter days Monday - Friday 8.45pm - 2.45pm, term time only

3 days 8.45am-3.30pm, all year round

At the discretion of the school, vulnerable families who have a family support plan in place may be offered an extended hour place free of charge.

Paid provision (that will incur a charge)

Additional provision/education and care, over and above the free entitlement will be charged for (See 'Childcare Costs' for the sessions offered).

Mealtimes sessions (paid provision including food)

Breakfast session 7.45am – 8.45am (including food)

Lunchtime session 11.45am – 12.45pm (packed lunch provided by parent)

Teatime session 3.30pm – 4.30pm (including food)

Further chargeable services or goods

Snacks

Snack costs are charged for all children but payment is voluntary.

Outings and Visits

A charge will be made to cover transport, activities and any other additional costs of outings and visits. Payment is voluntary but if enough contributions are not received it may be necessary to cancel.

Late Collection

Parents may be charged if they are regularly late picking up their child/children.

Photocopying

A charge may be applied for photocopying documents provided to parents or external agencies, at cost (including administrative time), where the request is not related to school activities.

Lettings - See Lettings Policy

Responsibilities

The Executive Headteacher or Executive Business Manager will ensure that staff are familiar with and correctly apply this policy. The Governors will review the policy as part of their review cycle.

Calculating charges

When charges are made for any activity, either during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of children/families participating. There will be no extra cost for those who can pay to support those who can't or won't pay. At the discretion of the Executive Headteacher, support for cases of hardship may be provided by the school.

Governors' allowances

The Governors of Lilycroft Nursery School & Children's Centre voluntarily give their time to support the development of our school. They do not claim any costs in relation to their duties.