

St Edmund's Nursery School and Children's Centre

Charging and Remissions Policy July 23



Introduction

The purpose of the policy is to ensure that there is clarity for the items which the School/Childcare will provide free of charge and for the items where there may be a charge. The policy has been informed by the Local Authority policy and DfE guidance

Definition

The School/Childcare is open each weekday from 7.45am – 5.45pm for 50 weeks per year – All Year Round.

Types of Provision

0-2 / 2-3 Rooms (paid provision/education)

Morning session - 7.45am - 12.45pm

Afternoon session - 12.45pm - 5.45pm

All day - 7.45am – 5.45pm

2-3 Rooms (free 15 hours 2-3 year old provision/education)

Morning session - 8.45am - 11.45am

Afternoon session - 12.30pm - 3.30pm

Monday, Tuesday all day 8.45am - 3.30pm, Wednesday am 8.45am - 11.45am

Wednesday pm 12.30pm - 3.30pm, Thursday, Friday all day 8.45am - 3.30pm

3-5 Rooms (free 15 hours 3-5 year old provision/education)

Monday - Friday am session 8.45am - 11.45am

Monday - Friday pm session 12.30pm - 3.30pm

Monday, Tuesday all day 8.45am - 3.30pm, Wednesday am 8.45am – 11.45am

Wednesday pm 12.30pm – 3.30pm, Thursday, Friday all day 8.45am – 3.30pm

3-5 Rooms (free 30 hours 3-5 year old provision/education)

Monday - Friday all day 8.45am – 3.30pm

At the discretion of the school, this provision may be taken flexibly to support working parents

Mealtimes Sessions (paid provision including food)

Breakfast session 7.45am – 8.45am

Lunchtime session 11.45am – 12.45pm

After school session 3.30pm – 5.45pm

Education Meals (food only)

Breakfast, Lunch, Tea – Where mealtimes fall within a child's free provision/education, only the price of the food will be charged

Snack costs

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

Additional provision/education over and above the free entitlement will be charged for

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

Responsibilities

The Executive Headteacher or School 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.

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 St Edmund's Nursery School and Children's Centre 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 make a contribution. If sufficient funds are not available it may be necessary to curtail or cancel activities. (See Educational Outings & Visits Policy).

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day for example holiday events, theatre visits etc.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. If the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charge will be made for board and lodging, except for child whose parents are in receipt of eligible benefits.

Eligible Benefits are as follows:

- Universal Credit
- Income support;
- Income – based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed the current maximum).

At the discretion of the school, vulnerable families who have a family support plan in place may be eligible to attend free of charge.

Children's Centre events and activities

Throughout the week and in the school holidays we run many different activities, events and courses for families. A small charge may be made to cover refreshments and resources.

Contributions may also be sought for activities during the holidays which entail additional costs, for example outings and visits. If sufficient funds are not available it may be necessary to curtail or cancel activities

At the discretion of the school, vulnerable families who have a family support plan in place may be eligible to attend free of charge.

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. Support for cases of hardship will come through voluntary contributions and fundraising.

Photocopying

A charge will usually be made for the photocopying of any documents provided to parents and outside agencies at cost (including admin time), which is not related to school day activities.

Lettings - See Lettings Policy

Governors' allowances

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