

Growing Together Federation

Henry Allen Nursery School

CHARGING AND REMISSIONS POLICY

Charging and Remissions Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

This policy should be read in conjunction to our debt collection policy.

Charging

1. Core hours: using government funding and Childcare vouchers flexibly

- Parents are able to use their 15 hour or 30-hour funding flexibly, choosing sessions which fit in with their working life. Children's chosen core hours are decided before the child starts but can be changed on a half-termly basis. We ask for a half term's notice of leaving.
- If splitting your childcare hours with another provider, please let us know.
- Child care vouchers or funding can be used to fund extra sessions or wrap around care. If using government funding or childcare vouchers to cover wraparound sessions, bookings must be made directly through the office manager, Mrs Turner and then paid for through the School Gateway app.
- The codes for government funded childcare must be given to the office before a child starts at school. The code then has to be reconfirmed every three months. It is parental responsibility to reconfirm the code.

2. Charges for additional sessions over and above the universal 15 hours

The cost of a three-hour session will be £25. This applies to 2-year olds, in the warren, and 3-4-year-olds in the main nursery. If using government funding or childcare vouchers to cover wraparound sessions, bookings must be made through the office manager, Mrs Turner, and then paid for through the school gateway app or directly to our school fund bank account.

In order to maintain staff ratios, it is not possible to swap extra sessions; we ask that they are pre-booked on a half termly basis. Extra sessions can be booked and paid for in advance; bookings must be made through the office manager, Mrs Turner, and then paid for through the school gateway app or directly to our school fund bank account.

An agreement for extra sessions is attached as Appendix 1.

3. Settling In sessions

The first two sessions at nursery are for one hour only and will be free of charge. From then on, sessions will be charged as usual. If a child is taking longer to settle, charges/remission will be made at the discretion of the Co-Headteachers.

4. Wraparound sessions:

We use the School Gateway app to book wraparound sessions. Sessions are booked by parents and then paid for through the app. Bookings can be made 48 hours before the actual club or by contacting the school office. If a child is ill, the session can be re-booked for another time. If payment has not been received for a wraparound session, the school maintains the right to withhold access to further bookings until payment is made.

- **Lunch Club**
- Charges for children attending Lunch Club, between 12.10 and 13.00 will be £5.00 per day.
- **Breakfast**
- Charges for Breakfast Club will be £7.00 from 8.00am and £5.00 per session from 8.30 am.
- **After-School Club MONDAY-THURSDAY**
Charges for After School Club will be £7.00 per session from 15:10 until 16.00, £9.00 per session until 16:30.

We will run after school club on a Friday afternoon until 15:30 at a cost of £3.50

5. Pupil Premium or disadvantaged children

Children in receipt of pupil premium are able to book two breakfast sessions per week using the School Gateway App, at no cost. The Co-Headteachers are able to add more sessions at their discretion for any child.

6. Voluntary Contributions

Although schools cannot charge for school time activities, the school may invite parents and others to make voluntary contributions. All requests to parents for voluntary contributions must make it clear that contributions are voluntary and that children of parents that do not contribute will not be treated differently. At the moment the suggested voluntary contribution is £25 per term.

7. School Trips

The school takes groups of children to various venues, such as Bekonscot Model Village or Odds Farm Park. Transport and any entrance fees are generally subsidised by the Parent Teacher Association and out of School Funds. However, a contribution towards these costs may be requested from parents. Parents who are unable to pay are given the option to speak to the School Office staff, in confidence, and no charge will be made for their child to attend.

8. Extra Curricula Activities

Children at Henry Allen Nursery School benefit from appointing the services of organisations and individuals to enhance their learning experiences. The school currently runs classes with Playball. The Parent Teacher Association subsidises this activity and parents are asked to donate towards the cost. Again, no child is excluded from attending Playball if a parent does not pay.

9. Lettings

The school does not currently let out the buildings or garden, but requests from interested parties will be considered by the Co- Headteachers and Governing Body and a fee set.

10. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Co-Headteacher may decide.

Remissions

The Executive Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances, i.e. Pupil Premium children.

If parents have difficulty in paying they should not hesitate to discuss their circumstances in confidence with someone in the school and they will advise as to what help might be available. All remissions will be authorised by the Co-Headteachers.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activities, if it feels it is reasonable in the circumstances.

Agreement to Purchase Additional Sessions

Session Booking

- Sessions must be booked for the full half term through the office manager, Mrs. Turner.

Payment

- Payment is required in advance, by the beginning of the half-term. Payment should be paid through the School Gateway app. If you have trouble paying with the app, please contact the school office.
- Non-payment may result in the withdrawal of the additional sessions.

No Swapping or Refunds

- Once sessions are booked, they are non-refundable and cannot be swapped for alternative days or times. This is because we must commit to staffing ratios in advance and are unable to accommodate changes due to individual absences or preferences.

Illness/Holidays

- If your child is absent due to illness or holiday, you will still be charged for the sessions.

Ending the Agreement

- If you no longer wish to continue with additional sessions, you must give at least half a term's written notice.

Agreement

I confirm that I have read and understood the terms above and agree to purchase the following additional sessions for my child, charged on a half-termly basis:

Sessions Requested:

Start Date: _____

Signed (Parent/Carer): _____ Date: _____