



Policy title	Charging and Remissions Policy
Approved by:	FGB
Date approved:	November 2023
Date of next review:	November 2025

This policy has been impact assessed by Gayle Berry in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Equality Impact Assessment

Under the Equality Act 2010 and 2017 we have a duty not to discriminate against people on the basis of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Safeguarding Statement

At Turncroft Nursery we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all nursery activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Turncroft Nursery. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Charging and Remissions Policy

Voluntary contributions

We invite parents/ carers to make voluntary contributions to make school funds go further. All requests to parents for voluntary contributions make it clear that the contributions would be voluntary. Each week on a Monday we invite and collect voluntary contribution (currently £2.50) which contributes towards;

- Baking activities (where the 'end product' goes home)
- Resources linked to local visits
- Party food and Party Entertainers
- Daily snack (milk is already provided free by the Government)
- Replenishing resources such as new library books
- Replenishing sundry items such as baby wipes

School visits

Turncroft Nursery School will ask parents for voluntary contributions towards the cost of any activity which takes place during school hours e.g. a trip to the zoo or farm.

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then our school may cancel the visit/activity. We would make parents aware of a possible cancellation to the visit/activity if insufficient voluntary contributions are received from the outset. Unfortunately we do not hold specific funds to enable families in financial difficulty to send their children on visits/activities. We would try to raise the shortfall in monies through fundraising activities, or, where a child is eligible for EYPP the funding may be used.

Extended Services

Childcare sessions are charged at £5 per hour.

Holidays taken outside of the school holiday pattern, with 2 weeks-notice will be charged at 50% of the normal rate. Without prior notice, the full rate will be charged.

Turncroft Nursery School is a Local Authority Nursery. Children who attend our school are entitled to 15 hours of free care and education each week, term time only (working parents may be entitled to an extended 15 hours, making a total of 30 hours).

Please visit www.childcarechoices.gov.uk or on the government website <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>, to apply and check eligibility.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

Parents take their 15 hours as 5 sessions over either morning sessions or afternoon sessions.

The sessions the school offer are:

Morning sessions 8.45am -11.45am

Afternoon sessions 12.45pm - 3.45pm

Parents take their 30 hours over 5 full day sessions. The sessions the school offer are:

Full days 8.45am-3.45pm, children stay for lunch (parents to provide a packed lunch and at a cost of £5 per day) Additional non funded hours Sometimes the option of extending the 15 hours' free entitlement is needed. This would enable continuity of education within the setting avoiding the need for children to be collected and taken to another provider.

Conditions of offering additional hours schools may charge for additional activities and services provided they have followed the following guidance:

- The governing body has approved and published a charging policy
- Offers of additional hours are made taking into account the sustainability of other provision in the locality and must only be made to fill existing capacity and not expand provision
- Staffing/pupil ratios and EYFS requirements for maintained nursery classes must be maintained
- The school will maintain its three-term intake for the nursery with pupils being admitted the term after their third birthday. Space must be available for new intakes in the Spring and Summer terms. Hours will be reviewed on a termly basis wherever possible.
- Charges must be sufficient to cover the cost of delivering the service, any profits must be re-invested in the school or in the service
- Payments must be made weekly in advance via the school office
- A separate budget will be set up showing income/expense
- Parents are expected to keep up to date with payments. We reserve the right to withdraw additional services.

Charging Policy

Following discussions with parents, other providers and our Governing Body, it has been agreed the following charges will apply:

- Lunch club: £5 (11.45 am – 12.45 pm)

Activities without charge

There will be no charge for the following activities:

- Education provided wholly during school hours i.e. no charge can be made for education and care during a child's 15-hour free education entitlement or 30 hour free educational entitlement.

The Governing Body may, from time to time, amend the categories for which a charge may be made. The Governing Body reserve the right to revise the Charging and Remissions Policy as necessary. Remission Policy Details of any remission arrangements will be made clear when parents are informed of charges for individual activities. The nursery will work closely with parents/carers.