	Caverstede Nursery School **Charging and Remissions Policy** Statutory policy – to be reviewed annually
	Reviewed & Agreed: Finance, Premises and Health & Safety committee 25/02/2022 ***Review Due: Jan 2023***

Introduction

The Governing Board recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development e.g. cooking, short walking trips to the park or shops, special visitors, appropriate educational/cultural activities**.** The Governing Board aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have their access to the curriculum limited by charges.

Charges

Charges will not be made for any activities which form part of the Early Years Foundation Stage [EYFS] curriculum requirements. No charge can be made for education and care during a child's 15 hour or 30-hour entitlement, as part of 3-4-year-old funding, or 2-year-old funding schemes. Non-funded sessions and additional provision charges will be reviewed annually under this policy. Any new charges will commence at the beginning of the academic year.

The Governing Board reserves the right to make a charge in the following circumstances:

Voluntary Contributions

The Governing Board invites the parents/carers to make a voluntary contribution towards the cost of any activity that takes place during school hours e.g. educational visits, external educational providers to the school. Parents are under no obligation to make any contribution and the children of parents who are unable or unwilling to contribute will not be discriminated against. If we do not receive sufficient voluntary contributions, we may cancel an activity or the school may decide to pay the additional costs in order to support the activity. Caverstede Nursery School does not aim to profit from any voluntary contributions. Parents/carers have a right to know how each activity is funded and this information is made available on request.
If a parent submits a request for a refund of a voluntary contribution, due to a child's illness on the day of the event, a discretionary amount of 50% may be refunded. The budget for educational visits will stand the difference in the cost on these occasions.

Packed lunch

The school offer the facility for children to bring in a packed lunch. When a packed lunch is eaten before their session starts or after their session has finished, a charge of £2.00 will be incurred. This charge is to cover the cost of the extra care.

Early Club

The school offers an early club from 8.00am to 9.00am which includes breakfast, when children arrive before 8.30am. These sessions are over and above the 15-hour free entitlement and therefore carry a cost; currently £4.00.

Late Club

The school offers a late club from 3.00pm to 4.00pm. These sessions are over and above the 15-hour free entitlement and therefore carry a cost; currently £2.00 per ½ hour.

Extra Sessions

Provided there is capacity available, parents will be able to purchase extended nursery provision sessions, topping up a morning or afternoon session into a full day. The current cost of an extra session is £16.00 (3hours)

Loss, Damage and Breakages

In cases of loss, damage or breakages of school books or equipment on loan to parents the school may make a charge to cover the cost of replacements.

Staff Charges
Personal Telephone Calls: 10p per local call, 25p per national call
Photocopies will be charged at 5p per single copy [A4]

Use of the School Buildings
Charges will be made in accordance with the school Lettings Policy.

Methods of Payment
Direct Electronic Bank payments are the preferable method of payment, although cash and cheques are acceptable.
We are able to accept vouchers through schemes run by many employers for chargeable sessions. Please check with the main office to see if your company's scheme is already registered with us.

Cancellation Policy/Illness/Notice Period
Once you have booked a paid place, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays (other than in exceptional circumstances).
Written notice of 1 month is required from parents/carers if your child will no longer be attending the nursery. Payment will be required for your paid sessions during your notice period.

General
- The Governing Board may, from time to time, amend the categories for which a charge may be made.
- The Governing Board reserve the right to revise the Charging and Remissions Policy as necessary.

Remissions Policy
The fundamental aim of this policy is to ensure that all children gain fully from everything that the nursery is able to offer them. Where the parents of a child are unable to meet any one of the charges the school may make they can apply in confidence to the Headteacher for the remission of charges in part or full.

Data Protection of Children and Families
Children in receipt of subsidised provision will not be publically identified and stigmatised.