



ROSEMARY NURSERY SCHOOL AND CHILDREN'S CENTRE

CHARGING POLICY

Introduction

The universal entitlement to free nursery education for 3-4 year-old children is 15 hours per week, 38 weeks per year. Two-year old children who are admitted under the Government's Free Early Education Entitlement (FEEE) have the same entitlement.

All early education and care provided under these entitlements during normal session times/ school hours is free. We do not charge for any activity undertaken as part of the Early Years Foundation Stage curriculum, within the child's *Free Early Education Entitlement* hours.

Governors make a commitment that no child or family will be excluded from any activity by financial hardship.

Aim

The aim of this policy is to set out what charges will be made for what activities and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of Rosemary Nursery School and Children's Centre is responsible for deciding the content of this policy and the head teacher is responsible for carrying it out. Any decisions about individual parents' circumstances will be considered by the head teacher or senior member of staff acting on her behalf. Examples might include deciding whether a parent should pay for something that has been damaged or whether a family should be invited to join in a trip without being asked for a voluntary contribution. In the case of any disagreement or other anomaly, the Chair of Governors will be consulted.

Publication of information

A summary of this policy will be included on the School's web-site.

Charges

1. Additional early education sessions

Parents/Carers may buy additional hours of early education, **where these are available**. The Debt Management Procedure may be read together with this policy. It explains what actions are taken to prevent parents getting into debt because of non-payment of these fees.

Additional hours may be taken **as full sessions only** or over a meal-time period.

All such sessions must be booked and paid for a month in advance.

Where it is not detrimental to the smooth operation of the school, in a case where it supports a family to better manage their finances, the school may charge for paid sessions weekly in arrears.

Where offered, this option will be withdrawn with immediate effect if payment is delayed.

Additional paid hours will only be allocated where they do not compromise the School's ability to provide the free entitlement to local 3-4 year-olds or eligible two year olds. There is only very limited provision for parents of children accessing their free two- year- old entitlement to extend their child's hours. Each request will be considered within the limitations of space and staffing.

From September 2020, the charge is £6.50 per hour. This is reviewed annually by Governors. Refer to Admissions Policy for further details.

The Governing Body regrets that it is unable to fund additional early education sessions for children who require one-to-one support. This is because the cost of such support is three times the hourly rate of paying sessions.

2. Breakfast Club

This is available on a first come, first served basis from 8.00am at a cost of **£6.50 per hour**, including breakfast and care from our experienced staff. The Governing Body reserves the right to offer free Breakfast Club places, where available, to children in need.

Bookings for Breakfast Club should be paid for in advance, or at the time of booking.

Places for Breakfast Club must be booked at Reception at least a week in advance. A maximum of 8 places are available on any day and this number may be reduced at the discretion of senior staff.

3. Residential Trips

Any residential trips will be organised in consultation with parents. Charges may be made.

4. Music

Children have access to musical instruments as part of the curriculum. We do not charge.

5. Children's Centre/Family Support Activities

No charge is made for these activities. The Governing Body reserves the right to request a contribution towards the costs of the following:

- Travel
- Materials and equipment, including refreshments
- Costs for external staff or in cases where staff must be paid over-time to provide the service
- Entrance fees
- Insurance costs

Please note that most children's centre services are now provided by the Central Hub which has a separate Charging Policy.

6. Damage to /Loss of property

In cases of malicious damage to equipment, or loss of, or damage to, school books or other equipment on loan to children/families, the head teacher or senior member of staff acting on her behalf, will make a charge. Each incident will be dealt with at their discretion. The Governing Body recommends a charge of £5 per book lost or damaged.

7. Lettings

The School may make its facilities available to outside users at a charge of at least the cost of providing the facilities. An appropriate Lettings Policy, which does not compromise that of the local Tenants' Association, will be devised by governors if this situation occurs.

8. Other charges

The head teacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying is currently chargeable at **10p inc. VAT per black and white page and 15p inc VAT per colour copy.**

9. School meals and snacks

The School provides school meals at cost price of £2. School meals services were suspended in March 2020 for the course of the Covid 19 pandemic. Free

milk is provided every day. Parents are asked to contribute to snacks by bringing in fresh fruit for the class fruit basket.

To be eligible for a free two-year old's place, the parent/carers must apply through the local authority application process. They must meet the following eligibility criteria:

Income Support

Income Related Employment and Support Allowance (NOT Contribution Based ESA)

Income Based Job Seekers Allowance (NOT Contribution Based JSA)

Child Tax Credit (but NOT getting Working Tax Credit) and combined annual, income assessed by HMRC

Guaranteed Element of Pension Credit

National Asylum Seekers Support (NASS)

Or have a child with additional needs whose place will be funded by the Local Authority.

10. Paying two-year-old places will be charged at the current hourly rate and are only available where provision does not compromise the School's capacity to offer free places to local, eligible two year olds.

Voluntary contributions- Trips and Visits

Staff organise a range of trips and visits to support children's and families' learning. We aim to cover most costs by external fund-raising but do invite parents to contribute part of the cost.

All contributions are voluntary and no child will be excluded because their parent cannot afford to pay.

Parents are invited to speak to the head teacher or Family Services Co-ordinator in confidence if they find it hard to make the contribution. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include families who have not paid any contribution. We do not treat these children and families differently from any others.

If a parent wishes their child to take part in a special event, but is unwilling or unable to make a voluntary contribution, the child may still participate in the trip or activity. Usually, the School pays additional costs to support the visit. Parents have a right to know how each trip is funded. The School provides this information on request.

Reviewed December 2020

Next Review March 2021