



# Tenterfield Nursery School

## Charging & Remissions Policy

Based on Model Policy	Not applicable
Review body:	Resources Committee
Date issued:	Oct 2020
Review frequency:	Every Two Years
Review Date:	Oct 2022
Target audience:	Parents

### Values



### Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for children and families with additional needs.

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**Purpose**

We believe that all our children should have an equal opportunity to benefit from nursery activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The policy complements the school's equality policy, EYFS and educational visits policy.

**Roles and responsibilities of head, other staff, governors**

The head, staff and governors will ensure that the following applies:

**No charges will be made for**

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the EYFS
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the EYFS
- transport provided in connection with an educational trip.

**Activities for which charges may be made**

a) Activities outside school hours

Non-residential activities which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will be made for after school club activities such as forest schools	Cost can be payable over period of weeks	Support from fund account donation available to those who would be unable to attend due to financial circumstances

**Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged families, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a

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particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Parents in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension
- Or families identified as being in greatest need.

Additional categories of parents may claim help with some costs in some circumstances.

#### Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits/activities (and their approximate cost) at the start of term or with as much notice as possible so that parents can plan ahead
- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

#### Child Care Charges for fee paying 2 year olds

Charges for child care will be reviewed regularly (at least annually) by the Governing Body. Fees reflect the cost required to provide high quality, safe and stimulating care for each child which is sustainable.

- A registration fee of £20 is charged for all non-funded children, this fee is non-refundable. This charge is in addition to fees and goes towards administration costs.
- The first payment will be for one month's fees in advance and are due on the first working day of each month.
- If fees are not paid by the first of each month in advance of care being, a reminder letter will be issued and retained on file.

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- If fees remain unpaid after 5 calendar days, the Headteacher will issue a final reminder invoice to the parent requesting payment is made within 24 hours. A late payment charge of £20 will also be added to the outstanding invoice.
- The Headteacher has the right to suspend the childcare place if payment is not made at the beginning of each month.
- A timeline for collecting late fees is in place and is strictly adhered to. Where fees are paid persistently late or not at all and no explanation given, we will be forced to terminate the child's place with immediate effect. \*there may be rare exceptions at the discretion of the Headteacher
- One month's written notice is required from parents/carers if a child is leaving the Nursery or requires an alteration to existing requirements.
- Staff using the fee paying two-year-old group at Tenterfield Nursery School are entitled to a 35% reduction in fees.
- Payment of childcare fees will be for 38 weeks per year, this excludes Bank Holidays. In the event of absence due to sickness or holidays charges will still be made.
- If the childcare is closed for exceptional circumstances e.g. snow, no heating, staff illness, the monies paid for these sessions will be reimbursed.

#### Wraparound and fee paying 2-year-old places

Charges for Wrap-around Childcare and fee paying 2-year-old places are reviewed on an annual basis and any changes to charges will be approved by the full governing body:

#### Recovery of debt

Parents and Carers who take up Wraparound childcare or a fee paying 2-year-old place are required to sign an agreement which clearly states payment expectations. Payments will be made in advance on a monthly basis and outstanding debts may prevent further wraparound being booked or the withdrawal of a 2-year-old place.

If an account falls more than 1 month in arrears, the following process will be applied

1. A reminder invoice with an update balance of account will be sent on first day of attendance at session.
2. A second reminder will be sent requesting payment within 1 week of the letter. The Headteacher will communicate by telephone or by meeting with the Parents/Carers to ensure the letter has been received and to enquire about reasons for the non payment. An arrangement for payment of the invoice will be agreed with the Headteacher taking into account the circumstances of the family if necessary.

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3. If no payment agreement can be made wraparound will be stopped until the debt is settled.

### Arrangements for monitoring and evaluation

The Resources committee of the governing body will monitor the impact of this policy by receiving a financial update, on a termly basis, on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

Wraparound and 2-year-old finances will be monitored in line with expected income and this will be reviewed termly by the Resources committee.

If sufficient income from the Wraparound Care is not as predicted to cover the running costs of the service, in the first instance, the Governing Body will consider supporting the deficit from the Nursery School Funds. Further actions will be investigated and put in to place if there is an unexpected/unexplained fall in wraparound income. This arrangement will be reviewed termly.

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