

Lord Street Community Nursery School

Charging and Remissions Policy 2019/20

Date of Policy: June 2019

Review Date: September 2020

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

1. Admissions

There is no charge for admissions.

Lord Street Community Nursery School supports children the term after their third birthday who are entitled to 15 hours Free Early Years Education and two year olds that have are eligible for Flying Start Funding.

2. Activities

Parents/carers are requested for a voluntary contribution of £1.25 per child per week during term time as a contribution to the cost of funding snacks and include extra activities such as Forest School. Activity money is due regardless of attendance as it funds activities over the entire period that children attend the school.

Lord Street Community Nursery School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unable to pay.

There is no extra charge for transport during school hours to school-organised activities.

The Headteacher will decide when it is necessary to charge for extra optional activities and the levels of charge will be set by the Headteacher on the recommendation of the finance committee.

3. Extra Sessions

Extra sessions are subject to availability and dependant on staff children ratio. The cost of sessions per day are:

For 3 & 4 year olds:

AM	8:45am – 11:45am	£15.00
Lunchtime	11:45am – 12:30pm	£5.00
PM	12:30pm – 3:30pm	£15.00

For 2 year olds:

AM	8:45am – 11:45am	£16.00
Lunchtime	11:45am – 12:30pm	£5.00
PM	12:30pm – 3:30pm	£16.00

Parents are asked to provide a packed lunch if their child attends over the lunchtime period. The school could provide a packed lunch for £5.00 and in exceptional circumstances this cost may be waved to support children and their families.

Parents are requested to pre-book sessions subject to availability. Booked sessions are payable regardless of attendance. Payment is due on the day of the extra session.

Late Collection Charge

The fee for late pick-ups is £5.00. This fee maybe waved in exceptional circumstances to support children and their families.

4. Extended Entitlement – 30 hours

The school welcomes children who are eligible for the 30 hours extended entitlement. Parents are required by HMRC to reconfirm their eligibility every three months. All hours and dinners that are not covered by the 30 hour entitlement are charged as extra sessions. Parents are required to sign the contract and abide by the conditions set by Derby City Council's Families Information Team.

5. Payments

All cash payments for fees will be receipted by the school. Parents are asked to pay for extra sessions with tax free childcare vouchers or cash.

6. Loss or damage

In cases of loss, damage or breakages of school books, toys or activity packs on loan to parents the school may make a charge to cover the cost of replacements. Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

The school does not accept any responsibility for the loss or damage of any belongings brought into school by children. It is advisable for all children's belonging and clothes to be clearly named.