



## Wallace Road Nursery School Charging and Remissions Policy

### Introduction

In accordance with the Department for Education, 'Charging for School Activities Guidance', the school is required to determine the charging and remissions policies required to address Sections 449 - 462 of the Education Act 1996. The Act sets out the law on charging for school activities, which is maintained by local authorities in England. Wallace Road Nursery School recognises the benefit and educational and social value of outside activities and visits and aims to ensure that all children can participate.

(Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

### Education for 3 & 4 Year Olds

- All education (including the supply of materials, books, instruments or other equipment) is free during government funded hours.
- The nursery sessions are during term time; 8.45am until 11.45am and 12.30pm until 3.30pm Monday to Friday for 38 weeks a year.
- Children qualify for the free 15 hour entitlement or 30 hours\* funding, during the funding block (term) **after** their 3<sup>rd</sup> birthday and beyond.
- Children are offered morning **or** afternoon sessions Monday to Friday depending on availability. There is also the option to block book at the start or end of the week i.e. a full day on a Monday and Tuesday with a Wednesday morning or a Wednesday afternoon and a full day on a Thursday and Friday. Block booking options do incur an additional charge. Children accessing the 30 hours funding may book 4 full days and a half day subject to availability. Children who access 30 hours do have the option to book 5 full days but this will also incur an additional charge.
- Funded sessions are offered subject to the WNC free entitlement contract being correctly completed, signed and submitted on time with supporting documentation (birth certificate and proof of address). Please see WNC early years providers agreement for further details.

*\*eligibility rules apply*

### Additional Sessions – Fees Apply

- Additional sessions are chargeable and are offered subject to availability.
- To secure additional sessions, an application to the School Business Manager must be made.
- Additional sessions are offered on a first come first served basis. A waiting list will be kept when applications for additional sessions are more than the places available.
- Priority for top up places are offered as follows:
  1. Looked after children/children adopted from care
  2. Vulnerable children (Early Help Assessment, Child protection, Children in need)
  3. Special educational needs
  4. Sibling link
- Part attendance of an additional session will still be invoiced and charged at the full session rate.
- Non-attendance for booked additional sessions will still be invoiced and charged for.
- **Four week's notice is required for cancellation of additional sessions (sessions will be invoiced and charged for the notice period regardless of whether the child attends).**
- The charge for one additional 3-hour session is £18.15 for children who qualify for free entitlement for 3-4-year olds (extra session fee).
- The charge for one additional 3 hour and 45 minute session (which will include lunch provision) is £24.20 for children who qualify for free entitlement for 3-4-year olds (long session extension fee).
- For rising 2 year olds the charge for one additional 3-hour session is £18.70.
- Extra ad hoc sessions may be available. Office staff will advise if a session is available and charge at the normal rate in advance.
- Payment by bank transfer, childcare voucher or through the Governments tax free childcare scheme.

### Lunch

- Children who access this provision are required to bring their own healthy packed lunch.
- Places are limited to 24 a day and are offered on a first come first served basis.
- Priority for allocating short session extensions in busy periods are as follows:
  - 1) Looked after children/children adopted from care

- 2) Vulnerable children (Early Help Assessment, Child protection, Children in need)
- 3) Special educational needs
- 4) 30 hour funded places
- 5) Headteacher discretion

### **Remissions & Concessions**

Set criteria has been agreed by the Finance Committee allowing some parents to access free child care places at a reduced cost/no cost. Set criteria has been drawn up as a check list to ensure that this money is being used fairly. A letter confirming the details will be sent to the parent by the Headteacher. The Head & Finance Committee will review those accessing this benefit at every Finance Committee Meeting they will make a decision as to the termination or continuation as appropriate. Places offered are subject to availability and at the Headteachers discretion.

#### Criteria

- Sudden change in family circumstances e.g. breakdown, death, critical illness
- Respite care for the family or child e.g. illness
- Vulnerable children e.g. Looked after children, Children in Need, Early Help Assessment, Child Protection

A Governor's discretionary discount is available on request for no more than 10%, which is available to parents including staff. Applications are to be made in writing to the Chair of Governors.

### **Credit Control**

- No credit is allowed.
- All sessions are to be paid for in advance, either weekly, monthly or termly and payment will be required in full before accessing the extended childcare.
- All invoices must be settled during the term the hours are being accessed.
- **If payment for the additional sessions has not been made prior to them being taken the additional sessions will be withdrawn and the child will only have access to their free 15 funded hours only.**
- The school will send a reminder letter to the debtors who have not paid their fees at the end of the week. Then again after 10 days from the first letter if the debt has not been paid.
- If the debt remains unpaid for a further 10 days, a third letter will be sent informing the debtor that the debt will be referred to an independent debt collection agency if it is not settled within 10 days.
- If the debt remains unpaid, it will be referred to an independent debt collection agency by the Headteacher.
- Any debt outstanding at the time of a meeting of the governing body will be reported to the governing body including details of value and age.
- The school Governors will receive aged debtor reports at every finance meeting.

### **Write-off**

- Debt write-off will only be considered when the credit control procedures have been exhausted.
- Before closure of the financial year, a list of debts proposed for writing off will be prepared by the Headteacher, School Business Manager and the Chair of the Finance committee.
- The submitted list will be supported by details of the debt.
- The decision of the governing body will be clearly documented in the minutes of the relevant meeting.
- At the point the governing body approves a debt write off the debt will be cleared from FMS by the School. Such write off will be cross referenced to the relevant governing body minutes.

### **Voluntary Contributions (Activity Fund)**

- The school asks for a voluntary contribution of 50p per session (£1 a day) for all children.
- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip/activity.
- Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then the activity might be cancelled.

### **School Trips/Visits/Activities**

- The school will subsidise trips wherever possible, as appropriate.
- Parents and guardians can pay for trips in instalments on request.
- Those parents not able to afford the cost of a trip can apply for financial assistance in confidence to the Headteacher or School Business Manager.
- Bookings that are not attended on the day won't receive a refund of their entry fee to any visit and transport costs would not normally be refunded.

### Damage/Loss to Property

1. A charge will be levied in respect of wilful damage, neglect or loss of **school property** (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
2. A charge will be levied in respect of wilful damage, neglect or loss of **property** (including premises, furniture, equipment, books or materials) **belonging to a third party**, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### Lettings

- The school is not available for lettings.

### Late Charges

- **If a parent is late picking their child up, a charge of £5 will be applied after 5 minutes and another £5 after another 15 minutes** (so more than 20 minutes late £5 for every 15 minutes).
- These charges will be applied at the discretion of the Headteacher as some certain circumstances are unavoidable and the charges have been adopted to reduce consistent lateness.

### Other Charges

- The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report or Freedom of information requests.
- The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a child, if it feels it is reasonable in the circumstances.
- Any financial loss due to false claiming of the 15 hours of Free Entitlement, you agree to reimburse the school.
- The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

## **Wallace Road Nursery School Charging and Remissions Policy**

Name: \_\_\_\_\_

Childs Name: \_\_\_\_\_

I have read and understand the Wallace Road Nursery School Charging and Remissions Policy.

Signed as acceptance of the above policy:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_