



## 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 and 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 8.45am until 11.45am and 12.30pm until 3.30pm Monday to Friday for 38 weeks a year.
- Children qualify for free entitlement or the 30 hours funding, the funding block after their 3<sup>rd</sup> birthday.
- Children are offered morning or afternoon sessions all week depending on availability.
- Funded sessions are offered subject to the Free entitlement contract being correctly completed and submitted on time with supporting documentation (please see NCC early years providers agreement)

### Top up fees

- Chargeable top up sessions are offered subject to availability
- To secure extra top up sessions, an application to the bursar must be made.
- Top up sessions are offered on a first come first serve basis. A waiting list will be kept when applications for top up 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 a top up session will still be charged at the full session rate
- Non-attendance for booked top up sessions will still be charged for
- One week's notice is required for cancellation of top up sessions (sessions will be charged for the notice period regardless of whether the child attends)
- The charge for one top up session is £15 for children who qualify for free entitlement for 3-4 year olds.
- 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 or childcare voucher requires a non-refundable deposit of one month's fees up front.

### Lunch Club Cover

- A lunch club is available between 11.45 and 12.30pm
- Children who access this provision are required to bring their own packed lunch
- A lunch club session is charged at £5.00
- Places are limited to 24 a day and are offered on a first come first serve basis
- Priority for allocating lunch club sessions 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) Headteacher discretion
- One week's notice is required for cancellation of lunch club sessions when accessing top up sessions. (Lunch club will be charged for the notice period regardless of whether the child attends)
  - Payment by bank transfer or childcare voucher requires a non-refundable deposit of one month's fees up front.

### **Remissions and concessions**

#### *Remissions*

A criteria has been agreed by the Finance Committee allowing some parents to access free child care places at a reduced cost/no cost. A set criteria has been drawn up as a check list to ensure that this money is being used fairly. A letter of confirmation 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% discount, 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.
- If the sessions have not been paid for the top up sessions for 3-4 year olds the place will be withdrawn. In the case of the 30 hours funded children, the lunch club place will be withdrawn and offered to the next person on the waiting list. The 30 hours funded place will be honoured but parents will be expected to provide their own lunch cover.
- 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 the NCC Legal Section if it is not settled within 10 days.
- If the debt remains unpaid and exceeds £50, it will be referred to the County Council's legal section 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 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 SIMS by the School. Such write off will be cross referenced to the relevant governing body minutes.

### **Voluntary Contributions**

- The school asks for a voluntary contribution of 40p 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 guardian 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 Bursar.
- Bookings that are not attended on the day won't receive a refund of their entry fee to any visit but 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.
3. The charge for damage/loss to property does not apply to pupils on roll and attending Wallace Road Nursery School

### **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.
- The income from late charges will be banked into the school charity fund account

### **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 pupil, if it feels it is reasonable in the circumstances. In the "Parent contract" item 7 parents sign to say they agree to reimburse the school for any financial loss due to false claiming of the 15 hours of Free Entitlement.
- 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.

#### *Related Policies:*

*NCC Providers agreement*

*Income Policy*

*Parental Contract*

*2YO charging agreement*

Updated September 2021

Adopted by FGB.....30/01/2018.....

Signed.....

Chair of governors Name.....

Date.....