



ASHMORE PARK

AND

PHOENIX NURSERY SCHOOLS
FEDERATION

CHARGING AND REMISSIONS
POLICY

Senior Leadership Team Review Date	02.10.2024
Governing Board Approved/Adopted	15.10.2024
Signed on behalf of the Governing Board/Committee	<u>C. A. Lingard-Jones</u>
Policy to be Reviewed Date	31.07.2025

Ashmore Park Nursery school and Phoenix Nursery school are Local Authority maintained nursery schools and as such do not charge for sessions. Parents/Carers, however, are asked to sign to commit their nursery funding for five, three-hour sessions per week, to the respective Nursery School on admission of their child.

AIM

We aim to make appropriate charges, which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

PRINCIPLES

- A voluntary contribution to each school's 'School Fund' is requested from parents/carers and details of how this is used is reported to our families throughout the academic year
- We may ask for voluntary contributions for activities wholly or partly during nursery sessions, which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- Financial support may be available for families experiencing difficulties, as we want all of our children to participate in, and experience the breadth of opportunities available to them during their time at our schools'
- We may charge where it enables an increase or enrichment of provision
- We support the development of all community groups' use of facilities through a flexible charging approach.

ROLES AND RESPONSIBILITIES

Finance and General Purpose Committee

- Will review and amend the 'Charging and Remissions Policy' on behalf of the Governing Board annually, or as and when new information and/or guidance is received
- Will review the charges for supplies and services annually.

Headteacher

- Will be responsible for drafting the proposal for charges
- Will provide reports for the Finance and General Purposes Committee.

Administration Team

- Will provide effective financial administration enabling efficient budget management by the Headteacher
- Will maintain efficient and effective information systems.

On/Off-Site Activities and Visits

When organising extra-curricular activities to be hosted in our schools' or external school visits/trips, which enrich the curriculum and educational experiences of the children, the applicable school may write to parents/carers asking them to contribute towards the cost. A voluntary contribution up to, but not exceeding the actual cost may be requested. No child will be excluded if a voluntary contribution has not been received. If, however, there are insufficient contributions, the school may have no choice but to cancel the scheduled activity/external visit.

School Resources/School Property

We understand that at times school resources are damaged, by accident at school, however, if an item of school property is lost e.g. a library book is not returned to school or an item is intentionally defaced e.g. a child has ripped page(s) from a book, parents/carers may be asked to contribute towards replacing the damaged/lost item(s).

Extended Entitlement

Both Ashmore Park Nursery and Phoenix Nursery schools offer the Government funded '30 Hours Extended Entitlement' provision, however, there is a weekly charge made to parents/carers for their child's care during the lunchtime period. Charges for the child's care during the lunchtime period will be determined annually by the Finance and General Purposes Committee on behalf of the Governing Board.

- The current charge for this provision is £4.50 a day/£22.50 a week.

Charges for the lunchtime provision will need to be paid on a weekly basis, however, fees will be charged at a daily rate. As agreed by the Governing Board, any parent/carer falling behind in their payments, for a period of 2 weeks or more will be at risk of losing the lunchtime provision at their child's applicable school.

If places are available, parents/carers who qualify for the '30 Hours Extended Entitlement' provision may be able to access a place for their child in the term in which they are three, however, parents will have to pay for the additional 15 hours until they qualify for their '30 Hours Extended Entitlement' provision in the term following their child's third birthday. Charges for the additional 15 hours will be at the hourly rate determined annually by the Local Authority.

- The current charge for this provision is £4.98 an hour/£74.70 a week.

Childcare Charges

If a child is not collected within 15 minutes of the end of the session by a parent/carer a charge will be applied for childcare. Charges for the provision will be determined annually by the Finance and General Purposes Committee on behalf of the Governing Board.

- The current charge for this provision is a £5.00 late collection fee.

Paying for Information

Where parents/carers request copies of information under the Freedom of Information Act, the Governing Board can make a charge for providing copies of the information. This is detailed in the Freedom of Information Publication Scheme.