

Gloucester Nursery School



Charging Policy

1. Introduction

- 1.1 This charging policy has been compiled in line with the Department for Education (DfE) guidance and in accordance with s457 of the Education Act 1996.
- 1.2 Charges applied are shown in Appendix 1, and are annually reviewed and approved by the Finance and Personnel Committee.
- 1.3 Application form and contract parents sign is shown in Appendix 2.

2. Outside Activities and Visits

- 2.1 Gloucester Nursery School recognises the benefits and educational and social value of outside activities and visits and aim to ensure that all children can participate.
- 2.2 The school will subsidise trips wherever possible, as appropriate. However, voluntary contributions may be required for trips to take place.
- 2.3 Parents and guardians can pay for trips in instalments on request.
- 2.4 Those parents not able to afford the cost of a trip can apply for financial assistance, in confidence, to the Headteacher or School Bursar.
- 2.5 Bookings that are not attended on the day may receive a refund of their entry fee to any visit but transport costs would not normally be refunded.
- 2.6 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. Children 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 it will be cancelled.

3. Damage/Loss to Property

- 3.1 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;

- 3.2 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 the cost of replacement or repair, or such lower cost as the Headteacher may decide.

4. Extended School Provision

- 4.1 The school makes a charge for breakfast, lunch time, after school activity club and tea club and extra sessions. These charges may be found in the relevant documents that advertise the service or the contracts with families. Staff may access these extended services on a reduced levy of 50% during the time the child is a pupil at the school.
- 4.2 Attendance at breakfast, lunch, after school activity and tea clubs is not a requirement of the nursery, it is optional. =

5. Voluntary contribution

- 5.1 We ask all parents for £0.30p per 3 hour session per child to cover the cost of non-educational expenses such as healthy snacks which are provided at each session, birthday cakes and cards, Christmas entertainer etc. This payment is voluntary.

6. Hours exceeding free entitlement

- 6.1 Each child is entitled to receive 570 hours of Early Years Education and Childcare Funding commencing the term following the child's 3rd birthday.
- 6.2 If a child has been in a setting prior to Gloucester Nursery, free hours may have been claimed by the previous setting.
- 6.3 There is a risk that the hours claimed by a previous setting when combined with those claimed by Gloucester Nursery may exceed the 570 hours entitlement, and that Gloucester Nursery will not receive Government funding for the excess hours.
- 6.4 Gloucester Nursery will attempt to assist in identifying which children are at risk from exceeding their funded hours, but it is the responsibility of the parent/carer to inform Gloucester Nursery if they are aware of such a situation.
- 6.5 If the child's previous setting was a term-time only setting, for which 15 hours a week was claimed, then the excessive hours should not occur.
- 6.6 If however, the child has been in a 52 week setting, it is likely that 11 hours a week will have been claimed by the setting throughout the school holidays too. This will usually cause the entitlement of hours to be exceeded.
- 6.7 Should the funded entitlement be exceeded, Gloucester Nursery will charge £4.14 per hour for each hour exceeding 570 hours. This is to

replace the funding which will not be provided by the Government.

7. Other Charges

- 7.1 The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services eg for providing a copy of an OfSTED report
- 7.2 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
- 7.3 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.

Charging Policy, January 2012

Reviewed June 2016, January 2017, February 2019 & June 2020

APPENDIX 1

GLOUCESTER NURSERY SCHOOL - from September 2019

The following information relates to charges for the main nursery provision for 3 and 4 year olds.

All children are entitled to 15 hours funding, this is usually 5 x 3 hour morning or afternoon sessions (9 - 12.00 noon or 12.45 - 3.45 pm), although this can be taken over 2 $\frac{1}{2}$ days.

As from September 2017 working parents, if eligible, are entitled to 30 hours funding.

These charges are if you require additional sessions on top of the funded sessions.

Session	Cost
Morning - 9 am - 12.00 pm	£16.00
Afternoon - 12.45 - 3.45 pm	£16.00

Prices are reviewed annually. The cost for the morning and afternoon sessions are set prices - flexibility over collection/dropping off does not alter the price. e.g picking a child up at 2pm - price is £16.00.

Additional Services

These sessions are extra to the free funding or purchased sessions:

Breakfast Club

8.00 - 9.00 am - £4.00

Lunch Club

12.00 - 12.45 pm - £4.00

Tea Club

3.45 - 4.30 pm - £4.00

Food will be provided by Nursery for Breakfast and Tea, a packed lunch needs to be provided for lunch.

These places are limited and subject to availability

2 Year Provision

At present, the provision for 2 year old place is mainly for morning or afternoon sessions. 8.30 am - 11.30 am or 12.30 - 3.30 pm

The cost for a session is £16.00 and we suggest a minimum of 3 sessions per week to enable your child to settle.

It may be possible you are entitled to 15 hours Funded Early Learning for 2 year olds. Please log onto www.northamptonshire.gov.uk/2yearfunding to see if you are eligible



G3 Additional Services Application Form & Contract

Childs Name

Contact Name

Contact Telephone Number

Please tick the sessions required below:

BREAKFAST CLUB 8.00 – 9.00am £4.00 per session (food included)

Monday Tuesday Wednesday Thursday Friday

LUNCH CLUB 12.00 – 12.45pm £4.00 per session (packed lunch to be provided by parent)

Monday Tuesday Wednesday Thursday Friday

TEA CLUB 3.45 – 4.30pm £4.00 per session (food included)

Monday Tuesday Wednesday Thursday Friday

ADDITIONAL SESSIONS

Monday am Tuesday am Wednesday am Thursday am Friday am

Monday pm Tuesday pm Wednesday pm Thursday pm Friday pm

I would like my child to be considered for the additional sessions/clubs as indicated above and I agree to the terms and conditions of payment as set out over the page.

Signed

Name

Date

The sum shown below is payable for each session purchased. Payments may be made weekly, monthly or termly, either by cash, cheque (payable to Gloucester Nursery School), Childcare Vouchers or direct bank transfer. An invoice will be sent to you at the beginning of each term, the full amount of the invoice will need to be paid by the date shown on the invoice.

The child's place could be withdrawn if fees are not paid promptly. If parents fall more than 5 weeks behind with the fees, the place will be withdrawn so no further debt is incurred. A plan will be put in place to recover the outstanding debt.

One weeks notice will be required to cancel a place or full fees will be charged. Full fees will be charged for any absences, this will include illness and holidays taken during term time.

A late charge of £5.00 will be applied if your child is collected more than 10 minutes late, and a further charge of £5.00 per 10 minutes thereafter.

Charges:

Breakfast Club	£ 4.00
Lunch Club	£ 4.00
Tea Club	£ 4.00
Additional Session	£16.00
Late Charge	£ 5.00 per 10 minutes



G2 Additional Services Application Form & Contract

Childs Name

Contact Name

Contact Telephone Number

Please tick the sessions required below:

LUNCH CLUB 11.30am – 12.30pm £4.00 per session (packed lunch to be provided by parent)

Monday Tuesday Wednesday Thursday Friday

ADDITIONAL SESSIONS

Monday am Tuesday am Wednesday am Thursday am Friday am

Monday pm Tuesday pm Wednesday pm Thursday pm Friday pm

I would like my child to be considered for the additional sessions/clubs as indicated above and I agree to the terms and conditions of payment as set out over the page.

Signed

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Tea Club	£ 4.00
Additional Session	£16.00
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Approved by the Governing Body

Signed:.....

Date:

Review date: