

Kenilworth Nursery School & Early Years Teaching Centre(EYTC)



Charging and Remissions Policy

Date Policy first written	Summer Summer 2011	Ratified: Summer 2011
Policy Reviewed:	February 2017	Ratified; Spring 2017
Signed by	Headteacher	Chair of Governors
Review due:	Headteacher	Chair of Governors
February 2018		

Written by Staff and Governors
As a result of current Centre and School practice.

Kenilworth Nursery School

Charging and Remissions Policy 2017

Why we need a charging policy

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

We need a charging policy in order to ensure that the Nursery School charging fees appear in a fair and transparent manner.

Charging policy aims

The aim of the policy is to clearly display charges where applicable.

Nursery School Charges

3 and 4 year olds:

- **Free Entitlement**

Free nursery education is available for children from the start of the term after their third birthday and is subject to places being available in the Main Nursery School. Each child is currently entitled to 15 hours per week of free Nursery Education. To allow for the maximum number of families to access this free provision in our School the 15 hours are generally arranged across the mornings or afternoons with one long session of five hours on a particular day of the week in negotiation with parents. There is some flexibility in which working and studying parents can access their fifteen hours across grouped long sessions but this is subject to availability. From September 2017 eligible families maybe able to access 30 hours of Nursery Education Funding (NEF) subject to availability.

- **Additional Hours**

If a parent requires their child to be in Nursery School for hours additional to their 15 hour entitlement then each hour will be charged at a rate of £6:00. Parents need to liaise with their Colour Group Leaders with regard to availability for flexible use of additional hours. For a longer term arrangement Parents need to liaise directly with the Headteacher with regards to availability which is generally agreed on a termly basis. Within the additional hours offer we also have a breakfast club and a teatime club option which 15 or 30 hour children may access during their Nursery year at the same hourly rate of £6:00 per hour. The School is a registered Tax Free Childcare provider under the new Government scheme and also accepts a range of Nursery Vouchers.

- **School Fund**

Parents are invited to pay a £2.50 per week voluntary contribution towards the school fund which is used to fund daily fruit for children and extra 'special' activities and resources. Voluntary contributions are subject to gift aid and further details can be gained from Mrs Hazelwood our School Administrator. Each year School fund supports the purchase of additional resources that benefit that particular cohort, often providing 'challenge' work or allowing the inspirational use of an artist or visitor.

Nurture Nursery

2 and 3 year olds:

Nurture Nursery 2help funding:

Some families may find they are entitled to 15 hours free childcare for their child when they become 2 years old. Eligibility and 2help funding is administered by Warwickshire County Council and they can be contacted in the following ways:

By e-mail: 2help@warwickshire.gov.uk

By telephone: 01926 742218

If your child is entitled to 15 hours free entitlement they will attend the usual 2 hour session each day and will also be offered the opportunity to access a lunch club that adds an extra hour and is only available to children accessing this entitlement.

15 hour spaces within the Nurture Nursery are subject to availability and occasionally parents may find there is a waiting list for full 15 hour spaces and in the interim may access a smaller number of hours.

Nurture Nursery general places:

Our aim is to ensure that the Nurture Nursery is as accessible to as many families as possible. Governors have set the hourly rate at £6:00 (£12 per session) to cover the costs of the service, it is run as a "not for profit service" at the lowest rate we are able to offer to cover the costs of provision.

Payment is acceptable in cash, cheque, or some childcare vouchers from employers. Children subject to Child Protection Plans may be required to attend Nurture Nursery sessions as part of the Plan and as such it is usual for Children's Services to be invoiced for these fees (by prior agreement.)

Parents / carers are expected to call in advance to notify of any absence. Places are booked for a term and we ask for notice of one half term (approx. 6 weeks) if a place is to be given up. One month of unauthorised absence will lead to a review to determine whether a place is still required.

Non payment of fees without prior arrangement will be discussed and considered on an individual basis with the Headteacher and can result in the loss of a place.

We always ask that Parent speak to us at the earliest opportunity should they find they are struggling to pay for spaces.

Under the Community Facility Powers of the Governing Body of Kenilworth Nursery School we are also able to offer the following:

Extended Services Charges

- **Nursery School Lunch Club**

To ensure all children have the opportunity to access Lunch Club, 1 session per week is included within the 15 hour entitlement for 3 and 4 year olds.

However additional sessions of Lunch Club fall outside the Nursery School Free Entitlement and will also be charged at £6:00 per hour

These sessions are only guaranteed on a termly basis and are subject to availability.

Parents / carers are asked to identify the days they require and to pay in advance. If a child is absent for their booked lunch it is requested that the parent / carer contact the Nursery School with a minimum of 24 hours notice to cancel their child's place. Outstanding fees will be dealt with on an individual basis and at the discretion of the Head Teacher. Social Services may, with prior agreement, be invoiced for lunch club fees for children subject to Child Protection Plans. Payment can be made by cash, cheque, or certain childcare vouchers from employers.

- **Nursery School Breakfast and Teatime Club**

Breakfast and Teatime Clubs are a facility that we offer which falls outside the Nursery School Free Entitlement and will also be charged at £6:00 per hour

These sessions are only guaranteed on a termly basis and are subject to availability.

Parents / carers are asked to identify the days they require and to pay in advance. If a child is absent for their booked club it is requested that the parent / carer contact the Nursery School with a minimum of 24 hours notice to cancel their child's place. Outstanding fees will be dealt with on an individual basis and at the discretion of the Head Teacher. Payment can be made by cheque, cash, or certain childcare vouchers from employers.

Early Entry Sessions for 3 year olds who are not yet Nursery School Free Entitlement

These sessions will be charged at £15:00 per session (9.00 – 11.30am or 12.30 -3.0pm) or could be sold as 2 hour sessions at a rate of £12:00 equivalent to the costs of a Nurture Nursery Session. When available this may mean a child can access a 'space' in the Main Nursery School the term prior to eligibility for 15 hours free entitlement if available.

The sessions are subject to availability and may be withdrawn at any time if another child requires a Nursery School place and they are entitled to Free Nursery Education.

Charges for persistent late collection of Nurture Nursery and Nursery School children

In accordance with our Uncollected Children Policy, the governing body have the right to impose a charge for the additional childcare given. Parents will be informally remind on the first two occurrences, on the third occurrence a letter will be issued warning of possible charges which will then be implemented for any future occurrences.

£6:00 will be charged for late collection as the care has extended into the next hour.

Lettings

Our lettings policy details the charges for hiring out rooms.

Early Years Teaching Centre family services:

In addition to our School services, under our Early Years Teaching Centre remit, we also offer educational services Parents can access alongside their child. These services are also planned by our experienced and specialist teachers and our run by our skilled staff team.

All services are 'not for profit' and monies cover staff, resource costs and refreshments.

Stay and Make Music:

Is delivered and planned by a fully qualified music teacher who has worked with us for many years. The cost of **Stay and Make Music** sessions for parents and children between 1-3 years old is £3:50 and we ask you book sessions in advance. **Baby Music** for parents and children aged 0-12months is £3:00 per session.

Stay and Play:

Stay and play sessions are delivered for children and parents each Wednesday at a cost of £2:00 per family. These sessions are supported by one of our skilled early years team who is on hand to provide advice and support and model and plan play and learning opportunities.

Cradle Club:

Cradle club is subject to demand and is for Parents and babies from birth to 'moving'. The cost of £2:00 per family also covers tea and toast and again our skilled early years staff member is on hand for advice and support during these sessions.

Movers and Crawlers:

Is subject to demand and is suitable for babies who are becoming active crawlers and beginning to experiment with walking they may benefit from our carefully planned movement and exploration session. Again the cost is £2:00 per family and is supported by an experienced member of our early years team.

