

# Kenilworth Nursery School & Early Years Teaching Centre(EYTC)



## Charging and Remissions Policy 2019/20

Date Policy first written	Summer Summer 2011	Ratified: Summer 2011
Policy Reviewed:	Summer 2012	Ratified; Autumn 2012
Signed by	Headteacher	Chair of Governors
<b>Review due: March 2019</b>	<b>Headteacher</b>	<b>Chair of Governors</b>
<b>March 2020</b>		

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

# Kenilworth Nursery School

## Charging and Remissions Policy 2019

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### **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 and to outline how Parents can access government funded hours, via universal entitlement for 3 and 4 year olds, or 30 hour eligibility.

## **Nursery School Charges**

### **3 and 4 year olds:**

- **Universal 15 hour Free Entitlement**

Free nursery education is universally 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 Nursery Education Funding (NEF). 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. It is generally arranged 9am until 2pm to reduce additional disruption of mid-session drop off or pick up. As the School cannot offer places that do not meet the universal offer the 15 hour places are the shortest place option that can be accessed at the School.

It is the policy of the Nursery School to ensure that Parents can access the universal 15 hours without encountering any charges. Instead Parents are asked to contribute a voluntary contribution to support costs of fruit snack and the broader curriculum resourcing, with a suggestion of £2 per week.

- **30 hour places for working families:**

Since September 2017, in line with the Government offer to working parents, Kenilworth & Whitnash Nursery Schools have offered a minimum of 1 group of 30 hour places (13 spaces each year) to support working families access to the Nursery school. There are no charges relating to accessing the 30 hours but Parents who accept a 30 hour space but then choose not to use their selected hours may be subject to a charge if the funded hours are 'reclaimed'

by the Local funding body (Warwickshire County Council) because of patterns of non-attendance and these will be charged at our set rate of £6:00 per hour. This does not include reasonable periods of 'settling in' which both supports young children and their families to an appropriate and effective introduction to school, or short absences due to ill health, or single absences that support a specific family event or need.

- **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.

- **School Fund**

Parents are invited to pay a £2.00 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 Belinda our Office Manager. In addition Parents maybe asked to provide voluntary contributions to support a specific enrichment activity.

## **Nurture Nursery**

### **2 and 3 year olds:**

#### **Nurture Nursery 2help funding:**

Some families may find they are entitled to 15 hours provision in our Nurture Nursery 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](mailto:2help@warwickshire.gov.uk)

By telephone: 01926 742218

If your child is entitled to 15 hours free entitlement they will attend the usual 2.5 hour session each day and will also be offered the opportunity to access a lunch club that adds an extra 30 minutes 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 (introductory rate of £14 per session as we extend to 2.5 hour sessions, Summer 2019 to become £15 per morning Autumn 2019 ) 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 and from the Governments tax free childcare scheme. 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. 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 may 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 (£6:00 per session).

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 (£6:00 per session for teatime club if staying until 4pm).

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 cash, or certain childcare vouchers from employers.

### **Early Entry Sessions for 3 year olds who are not yet eligible to access Nursery School Free Entitlement**

These sessions will be charged at £15.00 per session (9.00 – 11.30am or 12.30 -3.00pm). 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.

£6:00 will be charged for late collection, following a verbal reminder and then written notice of intention to charge for further lateness.

### **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.