

POLICY RELATING TO CHARGING FOR SCHOOL ACTIVITIES AND PROVISIONS

The 1994 Education Act formulated the policy that education for all children should be free and **all activities should be available to all pupils regardless of their parents' ability or willingness to help meet the costs.** However, DFE Circular 2/89 confirms the right of schools to invite voluntary contributions for the benefit of the school, whether during or outside school hours.

Voluntary Contributions

Parents are invited to make a voluntary contribution of £0.50 per day (15 hours) or £1.00 per day (30 hours) or a termly contribution for:

- A variety of daily snacks for the children. Milk is provided free but fruit and other snacks etc. are purchased by the school directly.
- Cookery activities.
- Gardening.
- Ad hoc events and activities not covered by fundraising or covered by the voluntary parental contribution.

In addition to these ongoing activities we sometimes arrange courses and visits from outside providers plus occasionally visits to local places. To support these activities it is often necessary to ask for contributions from parents/carers towards the cost. All contributions are voluntary. If we do not receive enough voluntary contributions and do not have sufficient funds available in budget, we may have to cancel the trip or visitor. If the trip/visit goes ahead, it will include children whose parents have not made any contribution. Parents have a right to know how each trip is funded and this information will be provided. Any shortfall in contributed funds towards educational activities will be met from the school fund should the cost be not too prohibitive. If there are not enough contributions and the shortfall cannot be met by the school, the trip/visit/activity will be cancelled.

Extended provision

Bookings and payments can be made at the office at any time. Payment is due when places are booked or no later than at the end of the first extended provision session attended. Cheques should be made payable to: Lincolnshire County Council. Payment can also be made by childcare vouchers. In the event of non-payment of these fees the school reserves the right to stop the sessions until the debt is cleared. Terms and conditions are issued to parents/carers with their booking forms. Extended provision payments for the following term are due in full at the end of the previous term or before sessions commence.

Breakfast Club

These sessions are over and above the 15/30 hours free entitlement and therefore carry a cost. Breakfast club runs **between 8.00am and 8.30am** - £5.00 a day including breakfast and 30 minutes care.

Lunch Club (for those children entitled to the 15 hours free entitlement)

Lunch Club runs **between 11.30 am and 12.00pm** for morning children and **between 11.00am and 11.30am** for afternoon children. Lunch Club costs £6.00 a day. You can therefore extend your child's

nursery session by up to an extra half hour after the morning session or an extra half hour before the afternoon session. A packed lunch is to be brought in and 30 minutes care.

Children staying all day have the lunch session included as part of their 30 hour offer but must bring a packed lunch, or purchase a school lunch.

A school cold or hot lunch can be purchased at a cost of £2.50.

After School Club

These sessions are over and above the 15/30 hours free entitlement and therefore carry a cost. After school club runs until 4pm at a cost of £7.00.

Buying additional nursery school sessions (beyond the 15 hours free entitlement)

Parents and carers may wish to purchase additional nursery school sessions. These are charged at a similar cost to the amount the school receives from the local authority including the cover of administration costs for the 15 hours free entitlement your child is already receiving. Additional sessions will only be available when there are spare spaces left after the children requiring their 15 hours and 30 hours early years entitlement have been admitted. The purchase of additional sessions will only be available if the school can make the necessary provision from surplus capacity. An additional 3 hour session will be charged at £22.00 (plus £6 for lunchtime session as required) and an additional 6 hour session will be charged at £40. An hourly rate of £6 per hour may be charged as appropriate.

Priority will first be given to families who can commit to the purchase of a whole term, followed by the purchase of individual 3 or 6 hour sessions. The school and the governing body will monitor the impact of paid places on the quality of provision and delivery of the EYFS ratios and quality. In the event of non-payment of these fees the school reserves the right to stop nursery school sessions until the debt is cleared.

Late Collection Charge

Parents/Carers who are frequently late collecting their child (over 10 minutes) without informing the school of an emergency, will be charged £5 late fee and additional childcare costs for time over that time at £8 per hour, at the Head teacher's discretion. Parents/Carers who are significantly late collecting their child on a regular basis, without informing the school of an emergency, will be charged a £5 late fee along with a £22 session charge, at the Headteacher's discretion.

Trips, Visits and Visitors

The school may request voluntary contributions to cover in part or in whole the cost of a visit in school time. No pupil can be excluded for failure to pay a voluntary contribution. These contributions will not exceed the actual share of the cost for the pupil. Where possible parents/carers will be given four weeks advanced notice of proposed visits/activities and staged payments can be arranged where contributions are significant.

We organise educational school trips or visits to enrich the children's experiences. Parents **must** be informed that they are under no obligation to contribute towards the cost, however, if we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, with Governor approval, the school may bear the additional costs when insufficient contributions are

made. If a parent is unable to or does not wish to make a voluntary contribution, the child may participate fully in the trip or activity provided parental consent has been given.

Should a trip be over-subscribed the school is entitled to select those to participate on Educational and Behavioural grounds.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. The list is not exhaustive:

Visits to places of interest, for example Rand Farm, Whisby Garden Centre;
Visits to the local theatres and engagement with other schools and settings;
Visitors in school e.g. Multicultural storytellers, animal handlers etc

Recovery of Debt

Parents and carers who take up additional sessions are required to sign an agreement which clearly states payment expectations. Payments should be made before the take up of sessions to prevent families accruing debt. Should an account fall into arrears then the following process will be applied:

1. A reminder letter will be sent.
2. A second reminder letter will be sent requesting payment within 1 week of the letter.
3. A statement of outstanding costs will be produced and the Head teacher or School Business Manager will make an appointment to discuss the outstanding payment and if necessary agree a payment plan to recover the outstanding amount.
4. If no payment agreement can be made sessions will be stopped until the debt is settled.
5. The outstanding debt will be transferred to LCC debt collection service.

Clothing

Uniform is not compulsory and is sold directly from the main office. Any profits are directly reinvested for the pupil's benefit (commission from the sale of each item is paid directly into the school fund account). The school will supply essential protective clothing when necessary e.g. aprons.

Private photocopying

Staff and parents may use the telephone or photocopier but must make a payment. It is suggested that 5p is paid for 1 side of A4 photocopying.

Consultancy and Training

Charges are made to external agencies, PVIs and other schools for training provided by or on behalf of the nursery school. These charges are calculated on an individual basis depending on the course/training being delivered.

Lettings

All lettings will be charged as per the costs detailed in the County's Lettings Guidelines and the Caretaker will be paid accordingly although requests from non-profit making organisations (for example, community groups) will be considered on an individual basis.

Emergency nappy and wipe charge

Nappies and wipes are not provided as a matter of course but can be supplied in an emergency situation, e.g. the parent has forgotten to provide them in the child' bag. Should the Nursery have to provide nappies and/or wipes for a child, in an emergency situation, then a charge of £1 per day will be levied.

Leaving Notice or Reduction of Sessions

One month's notice is required in writing should you decide to leave the nursery for any reason. You will be required to do the same should you decide to reduce the number of days/sessions your child attends.

Ratified by Governing Body November 2023

Review Date November 2024