

This Policy applies to St Giles Nursery School and St Giles Nursery School Pre2s

POLICY RELATING TO CHARGING FOR SCHOOL ACTIVITIES AND PROVISIONS

Our Nursery School provides Funded Childcare places. This funding provides qualified, quality staff and a warm and welcoming environment. The Nursery also offers a range of purchasable options.

As a Nursery School, we are a non-profitable organisation and all financial charges are invested within the Nursery to ensure the best outcomes for children.

Snack Food Charge and Non-Food Consumables Charge

Parents are asked to contribute 50p per session for Snack Food charges and 50p per session for non-food consumables; these contribute to the following costs:



- 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.
- Dance sessions
- Sensory sessions
- Gardening/ Forest school activities
- Maintaining high quality resources
- Towels, tissues, wipes and washing
- Smaller events and activities not covered by fundraising or covered by the voluntary parental contribution. E.g. walk to Bailgate, purchase of postcard and cheese, sausages and mash for Lincolnshire day.

Trips, visits and visitors

In addition to these ongoing activities we sometimes arrange visits from outside providers plus occasionally visits to local places. To support these activities it may be necessary to ask for contributions from parents/carers towards the cost. Trips and visits 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.



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.

These local visits are subsidised by our Extra-Curricular contribution (for Non-EYPP families):

	6 months – Pre-2 year old	<u>2, 3 & 4 year olds</u>
	Flowerpot Room 	Garden, Explorers & Castle Rooms 
EXTRA-CURRICULAR ACTIVITIES (Non EYPP families)	£2	£3.50

Breakfast Club



These sessions are additional to the 15/30 hours funded entitlement and therefore carry a cost. Breakfast club runs **between 8.00am and 8.30am**.

	6 months – Pre-2 year old	<u>2, 3 & 4 year olds</u>
	Flowerpot Room 	Garden, Explorers & Castle Rooms 
BREAKFAST CLUB	8am - 8.30am £4.85	8am – 8.30am - £4.15 8am – 8.45am - £6.22

Lunch time session runs **between 11.30 am and 12.30pm**, and can be purchased by children attending for 15 hours per week . Lunch time sessions carry a cost with a hot school meal included. 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.



Children staying all day have the lunch session included as part of their 30 hour offer but will purchase a school lunch or provide their own healthy packed lunch (please see Food & Nutrition Policy).

The additional hour mealtime charge is:

	6 months – Pre-2 year old	<u>2, 3 & 4 year olds</u>
	Flowerpot Room 	Garden, Explorers & Castle Rooms 
LUNCHTIME SESSION (11.30am – 12.30pm)	£10 per day including a hot meal	£10 per day including a hot meal

After School Sessions

These sessions are additional to the 15/30 hours funded entitlement and therefore carry a cost. After School sessions run from 2.30 to either 4pm or 5.30pm. 5.30pm sessions are charged at the rate of full sessions.

	6 months – Pre-2 year old	<u>2, 3 & 4 year olds</u>
	Flowerpot Room 	Garden, Explorers & Castle Rooms 
AFTER SCHOOL SESSION (TO 4pm)	NA	£7 per day

Purchased sessions

Additional sessions can be purchased to compliment funded childcare.



	6 months – Pre-2 year old	<u>2, 3 & 4 year olds</u>
	Flowerpot Room 	Garden, Explorers & Castle Rooms 
BREAKFAST CLUB	8am - 8.30am £4.85	8am – 8.30am - £4.15 8am – 8.45am - £6.22
FUNDED ROOM TIMES	Flowerpot 8.30am Garden 8.45am	Garden 8.45am Explorers 8.30am
MORNING - PURCHASED	8.30am – 11.30am £29.10	8.30am – 11.30am £25.00
AFTERNOON - PURCHASED	11.30am – 2.30pm £29.10	11.30am – 2.30pm £25.00
EVENING - PURCHASED	2.30pm – 5.30pm £29.10	2.30pm – 5.30pm £25.00
DAY RATE (6 HOURS/ 2 SESSIONS)	£50	£44
DAY RATE (9 HOURS/ 3 SESSIONS)	£72	£62
AFTER SCHOOL SESSION (TO 4pm)	NA	£7 per day

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. 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.

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.

Food Provision

Parent/Carers are able to purchase a healthy hot meal for children who attend over the lunchtime period. These meals are sourced from Kidz Kitchen. Light teas are also provided for children who attend during the after school sessions. These incur a cost that is not covered by the EYE funding and are charged as follows:

	6 months – Pre-2 year old	2, 3 & 4 year olds
	Flowerpot Room 	Garden, Explorers & Castle Rooms 
LUNCH FOOD CHARGE	£3 per day	£4 per day
TEATIME FOOD CHARGE	£1 per day	£1.50 per day

Additional Sessions

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 additional session attended. 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.

Late Collection Charge

Parents/Carers who are late collecting their child/ren will given 5 minutes leeway but will then be charged £15 for any collection within the first 10 minutes after the session ends and £5 for every subsequent 10 minutes thereafter.

So if the session ends at 11.30, then collection between 11.36 and 11.45 will result in a charge of £15. If the child is collected at 11.53 the charge will be £20 and so on.

Following 3 or more occasions of late collection, then charging process this will begin directly after the first minute. For example, session ends at 11.30, collection between 11.31 and 11.40 will be charged £15; collection at 11.48 will be £20 and so on.

Fee Payment

Fees should be paid using our online ParentMail system. We accept Tax-Free Childcare. Fees can be paid in advance by cash by arrangement with the office before the half term. We also accept payment from Social Services, Care to Learn, and colleges. The Nursery School administrative team will support parents in accessing childcare information systems to make informed decisions about their childcare funding choices. www.childcarechoices.gov.uk All fees must be paid by the due date, a late payment surcharge of £5 will be incurred for late payment. The School Leadership Team will offer support towards repayment, as appropriate. The Nursery School reserves the right to withdraw a placement until payment is received.

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 and are sold at the manufacturer's cost. The school will supply essential protective clothing when necessary e.g. aprons, coats.

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 black and white, 20p for colour copies.

Consultancy and Training

Charges are made to external agencies, PVI's 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 Council's Letting Guidance. Requests from non-profit making organisations (for example, community groups) will be considered on an individual basis.

Emergency nappy and wipe charge

Nappies and changing 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's 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 made.

Leaving Notice or Reduction of Sessions

One month's notice is required for withdrawal from or change in session structure. This should be given in writing via email.

Ratified by Governing Body March 2026

Review Date March 2027