

**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.

### **Consumables Charge**

Parents are charged 50p per session (15 hours) – babies & 2 year olds  
or £1 per session (15 hours) or £2 per day (30 hours) – 3-4 years olds

- 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.

### **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.**




	<b>6 months – Pre-2 year old</b>	<b>2 year old</b>	<b>3-4 year old</b>
	<b>Flowerpot Room</b> 	<b>Garden Room Explorers Room</b> 	<b>Explorers Room Castle Room</b> 
<b>BREAKFAST CLUB</b>	8am - 8.30am £4.85	8am – 8.30am £4.15 8am – 8.45am £6.22	8am – 8.30am £3.83

**Lunch time session (for those children entitled to the 15 hours free entitlement) £10** including a hot meal

Lunch time session runs **between 11.30 am and 12.30pm.** Lunch time session carries 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 may go home for lunch. (please see Food & Nutrition Policy)

The additional hour mealtime charge is:

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

### Purchased sessions

The sessions can be purchased to compliment funded childcare.

	<b>6 months – Pre-2 year old</b>	<b>2 year old</b>	<b>3-4 year old</b>
	<b>Flowerpot Room</b> 	<b>Garden Room Explorers Room</b> 	<b>Explorers Room Castle Room</b> 
<b>BREAKFAST CLUB</b>	8am - 8.30am £4.85	8am – 8.30am £4.15 8am – 8.45am £6.22	8am – 8.30am £3.83
<b>FUNDED ROOM TIMES</b>	Flowerpot 8.30am Garden 8.45am	Garden 8.45am Explorers 8.30am	Explorers 8.30am Castle 8.30am
<b>MORNING - PURCHASED</b>	8.30am – 11.30am £29.10	8.30am – 11.30am £25.00	8.30am – 11.30am £23.00
<b>AFTERNOON - PURCHASED</b>	11.30am – 2.30pm £29.10	11.30am – 2.30pm £25.00	11.30am – 2.30pm £23.00
<b>EVENING - PURCHASED</b>	2.30pm – 5.30pm £29.10	2.30am – 5.30pm £25.00	2.30pm – 5.30pm £23.00
<b>DAY RATE (6 HOURS/ 2 SESSIONS)</b>	£50	£44	£40
<b>DAY RATE (9 HOURS/ 3 SESSIONS)</b>	£75	£66	£60

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.

### **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 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.

### **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](http://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                      July 2024

Review Date    July 2025