



# CLEATOR MOOR NURSERY SCHOOL

## CHARGING AND REMISSIONS POLICY



### PURPOSE

The purpose of this Policy is to ensure that, during the school day at Cleator Moor Nursery School, all children have full and free access to a broad and balanced curriculum for fifteen hours per week.

The school day is defined as: 8:30am to 3:30pm.

### WHAT WAS CONSULTED

The policy has been informed by the Cumbria Children's Services advice, Governance Handbook, LA Educational Visits Policy, Extended Schools and Services – [www.gov.uk](http://www.gov.uk)

### RELATIONSHIP TO OTHER SCHOOL POLICIES

The policy complements the school's Equality Policy and Single Equality Scheme, Early Years Foundation Stage Curriculum Policy, Learning and Teaching Policy, CMNS Admissions Policy and Educational Visits Policy.

### ROLES AND RESPONSIBILITIES OF HEADTEACHER, OTHER STAFF, GOVERNORS AND VOLUNTEERS

The Headteacher will ensure that the following applies:

#### During the school day

All activities that relate to the Early Years Foundation Stage Curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Voluntary contributions may be sought for activities during the school day which entail additional costs, (for example a visit to or from a place of interest, etc.).

In these circumstances no pupil will be prevented from participating because his/ her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as Zoolab, Nora's Ark, group music sessions to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

There will be no charge for school milk. However, parents/ carers will be asked for a voluntary contribution towards the snack we provide.

We will charge for optional, extra activities provided outside of the school day - such activities which are not part of the Early Years Foundation Stage.

#### Non-funded Two Year-Olds Provision

Parents whose children are not eligible to receive free nursery entitlement for their 2 year-old, will be given the opportunity (where possible) to purchase sessions for their 2 year-old. The cost of each session will be reviewed in line with inflation and during the academic year. It currently stands at £5.50 per hour.

Parents will be made aware prior to their child starting our Nursery of the available sessions and costs. Parents will also be informed of staffing levels, given guidance on booking procedures and payment deadlines.

All parents will be made aware that all booked sessions must be paid for in advance. Any outstanding balance must be cleared before their child can access sessions again. An invoice will be issued each month. Payment is due 10 days from issue of the invoice. Please make cheques payable to Cleator Moor Nursery School and hand them in to the school office. We accept payment by cheque, bank transfer, childcare vouchers or HMRC Tax Free Childcare accounts. Refunds to tax free childcare accounts or for payments made by vouchers are not possible. Arrears of more than two months will result in your nursery place being cancelled. Extra sessions can be booked if places available. The extra sessions can be paid for at time of booking or will be charged to next invoice.

Due to staffing costs, we will charge at the normal rate if a child is absent due to illness, holiday, planned absence or if school is forced to close due to circumstances beyond our control. Long term absences will be reviewed on a case by case basis. An extra hour will be charged for late collections. Any decrease or cancellation of chargeable sessions requires 1 months' notice.

Parents will be asked to sign a contract of agreement with all of the above detailed therein.

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### **Extended Care**

Parents will be given the opportunity (where possible) to purchase extra hours on top of their free entitlement. The cost of each session will be reviewed in line with inflation and during the academic year. It currently stands at £5 per hour.

Parents will be made aware prior to their child starting our Nursery of the available sessions and costs. Parents will also be informed of staffing levels, given guidance on providing a healthy lunch and informed of booking procedures and payment deadlines.

All parents will be made aware that all booked sessions must be paid for in advance or on the day at the latest. Any outstanding balance must be cleared before their child can access the extended care sessions again.

If a child is absent and will not be able to attend a booked session, all fees will be reimbursed or carried over, but only if the School has been notified of this absence. If a parent does not inform the School of the child's absence or if the child does not stay/ arrive for the booked session, then the parents will be liable for the entire cost of this session.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Calculating charges**

Charges made per pupil will not exceed the actual cost.

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through EYPP, voluntary contributions and the school fund.

The principles of best value will be applied when planning activities that incur costs to the school and/ or charges to parents.

## **ARRANGEMENTS FOR MONITORING AND EVALUATION**

The Finance Committee of the governing body will monitor the impact of this policy by receiving on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded and the source of those subsidies.

**Policy reviewed: February 2022**

**Policy next review: February 2025**

**Headteacher: Lisa Wilson**

**Chair of Governors: Des Morris**