



Policy Date: June 2022

Review Date: September 2022

Gainsborough Nursery School

Charging and Remissions Policy

Introduction

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Under the Education Act 1996, Section 451, we are unable to charge for educational services during school hours. All three year olds are entitled to 15 hours free entitlement (or 30 hours dependent on parents meeting the relevant criteria). Two year olds that meet the government funding criteria, are also eligible for 15 hours free entitlement. The school can charge for additional time over and above this entitlement during school times.

The school embraces the importance of attachment and works very hard to achieve continuity of care. Although the school recognises the parental need to have additional sessions, it cautions that these sessions will not necessarily be taken with the child's usual class teacher and asks that the parents consider the effect of this on their child before booking additional sessions.

Buying additional nursery school sessions (beyond 15/30 hours free entitlement)

Parents and carers may purchase additional nursery school sessions if we have spare spaces available after funded hours are allocated. These are charged at the same rate as the hourly rate that the school receives from the local authority.

An additional hour for 3 & 4 Year Olds is £5.93

An additional hour for 2 Year Olds is £5.03

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.

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 additional nursery school sessions until the debt is cleared. Terms and conditions are sent to all parents which clearly states payment expectations. Payments should be made before the take up of sessions to prevent families accruing debt. Additional hours for the last two weeks of the summer term are due in full at the beginning of July.

Policy Statement

During the school day all activities that are a necessary part of the national curriculum will be provided free of charge.

Recovery of Debt

Should an account fall into arrears then the following process will be applied:

1. A reminder text and email will be sent to the parent/carer by the office (Senior Administrator) informing the parent of the amount owed. The amounts outstanding will be monitored weekly by the office and the Head teacher will be informed verbally. Parents will be also asked about paying outstanding fees informally at drop off and pick up.
2. If costs remain outstanding after 2 week of the due date, a meeting will be arranged with the Head teacher and Senior Administrator to discuss the outstanding payment and if necessary agree a payment plan to recover the outstanding amount.
3. If no payment agreement can be made extended sessions will be stopped until the debt is settled.

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'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.

Remissions

Remissions are payments made by the school to meet the cost of the charges where parents of the child are subject to financial hardship. Remissions are made to try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities offered by the school. The governors of the school have decided on specific criteria to determine which families are entitled to remissions such as: those children in an ESCO or TAC; children with

English as an additional language; children who, once they attain statutory school age, are eligible for free school meals.

The Senior Leadership Team of Gainsborough Nursery School may in exceptional circumstances offer children additional hours free of charge over a short period of time to help with specific family circumstances. Please ask to speak with the Head or Deputy Head should you need support in this way.

Signed Headteacher

.....Governor

Date.....