

St. Paul's Nursery School



Charging and Remissions Policy

The Governing Body of St. Paul's Nursery School endeavours to write and adopt policies that are fully inclusive for all children / staff / parents / carers / governors and members of the wider community.

Signature of Chair of Governors

Signature of Headteacher

Date of Adoption

Date of Review:

Information specific to the Nursery School

Charges and remissions policy

The nursery school follows Local Authority advice regarding charges and remissions. The following details are specific to the nursery school;

Fee Agreement

Children are entitled to either 15 or 30 hours funded places dependant on eligibility. This agreement sets out the terms and conditions of other payable fees to the nursery. Please note that our fees are reviewed annually and are subject to change.

We now offer parentpay for parents to pay their lunch, care, uniform, breakfast and after school club fees. You may also pay via childcare vouchers or tax free childcare accounts. There is also a PayPoint option to pay your fees at certain shops if you do not have internet access. All fees are calculated weekly and an invoice will be given to you with this fee The school aims to be cashless by December 2018.

Fees should be paid in advance. We do accept childcare vouchers and the tax free childcare accounts. Please ask for more information.

Two weeks notice is required to cancel or to reduce the number of sessions attended including breakfast and after school club.

If a child is absent from nursery school fees will not be refunded as the cost of staffing must still be met. If a child is absent for a long period of time this situation will be reviewed at the discretion of the Headteacher.

The cost of lunch will however be carried forward if nursery school is informed by telephone **before 9.30 am.**

All necessary forms need to be completed and returned to nursery school before your child attends their first care session.

Please ensure your child is picked up promptly at the end of the session, failure to do so may incur extra cost. This will be £5 for every 15 minutes late.

All queries about money will be dealt with by our admin assistant who is available on Wednesdays and Fridays. From September 2018 an admin assistant will also be on the front desk to assist you.

Breakfast club 7:30 – 8:30 £3	Morning 8:30 – 11:30 £15	Lunch time £2.15 meal £4 charge for care.	Afternoon 12:30 – 3:30 £15	After School provision 3:30 – 6 £10	Full day place 7:30 – 6 £45 including meals
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I have read and agree to the terms set out in the Fee Agreement

Signature of parent/carer

Date.....

Childs name.....

Voluntary Contributions

Parents / carers are asked to make a voluntary contribution to school fund once a year to cover the cost of snack, activities and items within the nursery school (eg, baking ingredients). They may also be asked to make a voluntary contribution for any visit or journey organised by the school and approved by the governors. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the nursery school reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

We currently request a voluntary school fund contribution of £40 for 3 terms. Cheques should be made payable to 'St. Paul's Nursery School Fund'. This normally will be paid as the deposit to secure the place at the school once it has been offered. Parents maintain the right to ask for it to be used for other payments if they do not wish to contribute to school fund.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Charging in Kind; This includes the cost of materials, ingredients, and equipment (or the provision of them by parents / carers) for specific activities (for example providing a T Shirt for children to personalise). Parents / carers will be advised by letter of such activities.

Pricing policy

Any profit made from the sale of sellable items (eg, photographs, uniform) will be paid into school fund.

General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents / carers to make a voluntary contribution towards the cost of providing education for pupils.

Charges for Breakfast Club and Wraparound

St. Paul's Nursery School has a limited number of places available for children to attend Breakfast Club and After School Club.

The Governing Body reviews these charges annually and may make adjustments at any time in order to respond to changes in costs.

When a child accesses these additional services, a contract will be signed by the parents / carers. The contract states the terms and conditions of the agreement, including notice periods and what charges will be made for non-attendance at a pre-booked session (please see attached contract).

1.0 AIMS OF THE POLICY

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St. Paul's Nursery School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independently of their parents/carers financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at

the same time, try to minimise the financial barriers which may otherwise prevent some pupils taking full advantage of the opportunities.

2.0 BACKGROUND TO THE POLICY

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Sections 449 to 462 of the Education Act (1996) requires all schools to have a policy on charging and remissions for school activities, This legislation may be viewed at http://www.opsi.gov.uk/acts/acts1996/ukpga_19960056_en_28

3.0 ITEMS FOR WHICH NO CHARGES WILL BE MADE

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3.1 Education provided during school hours (including the supply of any materials, books, instruments or other equipment).

3.2 Transporting registered pupils

- to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- to other premises where the governing body or local education authority has arranged for pupils to be educated;
- in connection with an educational visit.

4.0 ITEMS FOR WHICH CHARGES WILL BE MADE

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4.1 Within School Hours

4.1.1 Educational visits and activities – voluntary contributions

When organising educational visits or activities, which enrich the curriculum and the experience of pupils, the school invites the parent/carer to make a voluntary contribution towards the cost of the visit or activity. Although not an exhaustive list; these activities may include visits to museums, galleries and the theatre as well as sporting activities.

If the school does not receive sufficient voluntary contributions we may need to cancel the visit or activity. When a visit or activity does go ahead it may include pupils whose parents/carers have not paid any contribution. We may not, by law, exclude these pupils and indeed would not wish to treat them differently from others.

4.1.2 Craft/Technology Activities

All pupils have the opportunity within the school curriculum of taking part in activities such as craft and technology. The governing body reserves the right to charge for ingredients and materials at cost when they are not provided by the parents/carers.

4.1.3 Early Years Provision

A charge will be made to cover the cost of providing Early Years Education in excess of the hours funded by the Local Authority. As this is deemed to be an optional extra,

the parents/carers agreement is a necessary pre-requisite and the charge will not exceed the actual cost of providing the provision nor include an element of subsidy for any other pupil or from the school's budget share. In setting the level of charge/s and allocating places Governors will have regard to the guidance provided by the Local Authority.

4.2 Not Within School Hours

4.2.2 Optional Extras

Charges may be made for some activities known as "Optional Extras". These may include-

- extra curricular activities
- any equipment and/or staffing in relation to extra curricular activities
- Breakfast, After School and Holiday clubs

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity. It will not, therefore, include an element of subsidy for any other pupil. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Charges made by external providers of activities are the responsibility of those providers and consequently not covered by this Policy.

4.3 Other Charges

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4.3.2 Lost or Damaged Items of School Property

Parents/carers may be asked to make a contribution towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage and removal of graffiti. A charge to cover the cost of replacement may also be made for lost or damaged items of school property, including library books/text books.

4.3.3 School Uniform

St. Paul's Nursery School uses a clothing supplier who provides quality school wear at affordable prices. In exceptional circumstances the LA has discretionary power to provide assistance towards the purchase cost.

4.3.4 School Meals

Parents/carers whose child takes a school lunch must pay the relevant cost stated by the schools catering supplier. Pupils may be eligible for free schools meals. Application forms available from the school office.

5.0 HIRE OF SCHOOL PREMISES

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Governors wish to encourage community use of the school's facilities when they are not required for school use. Details of the facilities available, the Terms and Conditions of Hire and the scale of Charges may be found in the school's Hire of Facilities (Lettings) policy.

6.0 REMISSIONS

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St. Paul's Nursery School believes that all pupils should have equal opportunities to benefit from school activities and visits both curricular and extra curricular, independently of their parent's/carer's financial means. To that end the Governing Body has agreed in circumstances of family hardship they will invite parents to apply, in confidence, for remittance of charges in part or in full. Pupils may be eligible for a remission of charge if their parent/carer is in receipt of at least one of the following:-

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income, assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190 from 6 April 2010)
- The guaranteed element of State Pension Credit
- An Income-related employment and support allowance
- Early Years pupil premium

In cases where the specific circumstances, often temporary, of a particular family's hardship fall outside these criteria; the Headteacher may use their discretion to remit charges in part or in full.

If a parent/carer wishes to apply for a remission of charge a form is available from the school office. Authorisation for such remission will be made by the Headteacher and/or a nominated Governor.

The decision of the Headteacher and/or nominated Governor will be final.

<p>St. Paul's Nursery School</p> <p>12 St. Paul's Square York YO24 4BD 01904 622291</p>	<p>APPLICATION FORM FOR REMISSION OF CHARGE</p>
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To apply for a remission of a charge a parent/carer should complete this form with the following information.

Family name of Parent/Carer	Mr/Mrs/Miss/Ms/Dr/
Forename/s	Relationship to pupil
Full Postal Address	
Postcode	Phone No.
	Mobile No.

Please give details below of each dependant child who is in full-time attendance at the school for whom you wish to apply for remission

Full Names of Child/ren	M/F	Date/s of birth	Class/es

Name of Activity	Date of Activity
Please state the reason(s) why you are requesting remission:	

I wish to apply for remission of charges for the educational activity detailed above

Signature of Applicant Date

Please return the completed form to the school office in an envelope addressed to the Headteacher and marked confidential.

For School use only

Remission Approved	Yes / No	Reason
Signed by		
Position		
Date		

