



# Charging and Remission Policy

<b>Policy title:</b>	<b>Charging and Remission Policy</b>
<b>Approved by:</b>	<b>FGB</b>
<b>Date approved:</b>	<b>May 2025</b>
<b>To be reviewed annually and any changes detailed.</b>	

## Policy review

Date of review	When / who carried out the review	Details of changes	Next steps

## **Introduction**

Ashworth Nursery School is a Local Authority Nursery. Children who attend our school are entitled to 15 hours of free care and education each week, term time only (working parents may be entitled to an extended 15 hours, making a total of 30 hours. Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or on the government website <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>, to apply and check eligibility.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

## **Delivery of hours**

Parents take their 15 hours as 5 sessions over either morning sessions or afternoon sessions.

The sessions the school offer are:

Morning sessions 8.30am -11.30am

Afternoon sessions 12.15pm - 3.15pm

Parents take their 30 hours over 5 full day sessions.

The sessions the school offer are:

Full days 8.45am-2.45pm, children stay for lunch (parents to provide a packed lunch). To support working parents, we allow these children to attend for the full opening hours (8:30am-3:15pm) without additional charges.

## **Additional non funded hours**

Sometimes the option of extending the 15 hours' free entitlement is needed. Parents are required to pre book and pay for additional provision which could be sessions or additional hours. This would enable continuity of education within the setting avoiding the need for children to be collected and taken to another provider.

Additional hours are only available if there is spare capacity within the school after all eligible three and four year olds have been offered their free entitlement, and are offered on a first come, first-served basis.

## **Conditions of offering additional hours**

Schools may charge for additional activities and services provided they have followed the following guidance:

- The governing body has approved and published a charging policy
- Offers of additional hours are made taking into account the sustainability of other provision in the locality and must only be made to fill existing capacity and not expand provision
- Staffing/pupil ratios and EYFS requirements for maintained nursery classes must be maintained
- The school will maintain its three term intake for the nursery with pupils being admitted the term after their third birthday. Space must be available for new intakes in the Spring and Summer terms. Hours will be reviewed on a termly basis wherever possible. Ashworth Nursery School
- Charges must be sufficient to cover the cost of delivering the service, any profits must be re-invested in the school or in the service
- Payments must be made weekly in advance via the school office
- A separate budget will be set up showing income/expense
- Parents are expected to keep up to date with payments. We reserve the right to withdraw additional services.

## **Charging Policy**

Following discussions with parents and our Governing Body, it has been agreed the following charges will apply:

- Additional hours: £5.18 per hour
- Lunch club: £4 (11.30 am – 12.15 pm) this is optional for 15 hour children but must be booked in advance.
- 3 hour session: £15.54

### **Activities without charge**

There will be no charge for the following activities

- Education provided wholly during school hours i.e. no charge can be made for education and care during a child's 15-hour free education entitlement or 30 hour free educational entitlement.

### **Voluntary Contributions**

We invite parents/ carers to make voluntary contributions to make school funds go further. All requests to parents for voluntary contributions make it clear that the contributions would be voluntary. Each week on a Monday we invite and collect voluntary contribution (currently £2) which contributes towards:

- Baking activities (where the 'end product' goes home)
- Resources linked to topics
- Educational visits
- Parties - prizes, gifts, party food, and party entertainers
- Daily healthy snacks (milk is already provided free by the Government)
- Replenishing resources such as new library books

Children of parents who do not contribute will not be treated any differently. In extreme situations activities may be cancelled if insufficient contributions are received. Through our newsletter we inform parents what funds have contributed towards.

### **School visits**

Ashworth Nursery School will ask parents for voluntary contributions towards the cost of any activity which takes place during school hours e.g. a trip to the zoo or farm. Children of parents who are unable, or unwilling, to contribute will not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then our school may cancel the visit/activity. We would make parents aware of a possible cancellation to the visit/activity if insufficient voluntary contributions are received from the outset. Unfortunately, we do not hold specific funds to enable families in financial difficulty to send their children on visits/activities. We would try to raise the shortfall in monies through fundraising activities, or, where a child is eligible for EYPP the funding may be used.

### **General**

The Governing Body may, from time to time, amend the categories for which a charge may be made. The Governing Body reserve the right to revise the Charging and Remissions Policy as necessary.

### **Remission Policy**

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities. The nursery will work closely with parents/carers.

