




ASHMORE PARK

AND

**PHOENIX NURSERY SCHOOLS
FEDERATION**

**CHARGING AND REMISSIONS
POLICY**

Senior Leadership Team/Compliance Governor(s) Review Date	06.10.2023
Governing Board Approved/Adopted	17.10.2023
Signed on behalf of the Governing Board/Committee	
Policy to be Reviewed Date	31.10.2024

Ashmore Park Nursery school and Phoenix Nursery school are Local Authority maintained nursery schools and as such do not charge for sessions. Parents/Carers, however, are asked to sign to commit their nursery funding for five, three-hour sessions per week, to the respective Nursery School on admission of their child.

AIM

We aim to make appropriate charges, which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

PRINCIPLES

- A voluntary contribution to School Fund is requested from parents/carers and details of how this is used is reported to parents/carers throughout the academic year
- We may ask for voluntary contributions for activities wholly or partly during nursery sessions, which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- Financial support may be available for families experiencing difficulties, as we want all of our children to participate in, and experience the breadth of opportunities available to them during their time at our schools'
- We may charge where it enables an increase or enrichment of provision
- We support the development of all community groups' use of facilities through a flexible charging approach.

ROLES AND RESPONSIBILITIES

Finance and General Purpose Committee

- Will review and amend the Charging Policy on behalf of the Governing Board
- Will review the charges for supplies and services annually.

Headteacher

- Will be responsible for drafting proposal for charges
- Will provide reports for the Finance and General Purposes Committee.

Administration Team

- Will provide effective financial administration enabling efficient budget management by the Headteacher
- Will maintain efficient and effective information systems.

Off-Site Activities and Visits

When organising school visits, which enrich the curriculum and educational experiences of the children, the applicable school may write to parents/carers asking them to contribute towards the cost. A voluntary contribution not exceeding the actual cost may be requested. No pupil will be excluded if a voluntary contribution has not been received. If, however, there are insufficient contributions, the school may have no choice but to cancel the visit.

On Site Activities

A voluntary contribution not exceeding the actual cost may be requested. Parents/Carers may be asked to contribute towards replacing damaged or lost school property.

Extended Entitlement

Both Ashmore Park Nursery and Phoenix Nursery school offers the '30 Hours Extended Entitlement' with a charge being made to parents for provision during the lunchtime period.

If places are available, parents/carers who qualify for the '30 Hours Extended Entitlement' may be offered a place for their child in the term in which they are three, however, parents will pay for the additional 15 hours until they qualify for their '30 Hours Extended Entitlement' in the term following their child's third birthday.

Charges for the additional 15 hours will be at the hourly rate determined by the Local Authority. Charges for the lunchtime provision will be determined annually by the Finance and General Purposes Committee on behalf of the Governing Board.

Charges for the lunchtime provision will need to be paid on a weekly basis, however, fees will be charged at an hourly rate. As agreed by the Governing Board, any parent/carer falling behind in their payments, for a period of 2 weeks or more will be at risk of losing their child's lunchtime provision.

Childcare Charges

If a child is not collected within 15 minutes of the end of the session by a parent/carer a charge will be applied for childcare. Charges for the provision will be determined annually by the Finance and General Purposes Committee on behalf of the Governing Board.

Paying for Information

Where parents/carers request copies of information under the Freedom of Information Act, the Governing Board can make a charge for providing copies of the information. This is detailed in the Freedom of Information Publication Scheme.

Monitoring & Review

The Procedures in this policy will be monitored in the light of any new information and guidance, which becomes available.