



CHARGING AND REMISSIONS POLICY

Responsibility for Policy:	The Governing Body
Approved by the Governors:	Summer Term 2017
To be reviewed:	Summer Term 2020

Policy

The purpose of the policy is to ensure that there is clarity over those items which Guildford Nursery School and Children's Centre (the Centre) will provide free of charge and those items for which there may be a charge.

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, taking into consideration the LA policy and the requirements of the Education Regulations 1999.

General Principles

1. The Centre believes that all children should have an equal opportunity to benefit from activities and visits, independent of their parent's financial means.
2. No charge will be made for education provided as part of the sessional nursery education or the EYFE entitlement.

Voluntary Contributions

1. The governing body reserve the right to invite voluntary contributions for activities over and above Early Years Foundation Stage requirements organised by the Centre, during nursery session hours, which incur a cost.
2. All requests for contributions will make it clear that they are voluntary.
3. Children whose parents do not contribute will not be treated any differently from those who have contributed.
4. If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit or take part in the activity.
5. If an activity cannot take place without contributions from parents, this will be made clear to parents at the planning stage. The governing body reserves the right to cancel such an activity if the contributions are insufficient to support it.

Concessions and Remissions

All fees are payable as per the terms and conditions and agreed annual rates, as published. In case of family hardship, which makes it difficult for children to take part in particular activities for which a charge is made, the governing body will invite parents to apply in confidence for the remission of charges in part or full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

Charging in kind

1. The cost of ingredients, materials, equipment etc. needed for activities must be budgeted for and borne by the Centre. Parents who are willing to contribute in cash or kind can however be encouraged to do so on a voluntary basis.
2. The governing body is able to levy a charge if parents have indicated a wish to purchase a finished product.

Charges for term-time fee-paying sessions and clubs

1. Fees are payable monthly in advance and are calculated on the basis of the provision being available 48 weeks of the year. Other payment terms can be dealt with for exceptional circumstances, on an individual basis in liaison with the Centre.
2. Fees are reviewed annually and changes are implemented with effect from the 1st September.
3. On accepting a place a deposit of one week's fees will be required.
4. No charges will be made for INSET days (5 per year)
5. Charges will be made for bank holidays and any additional holidays taken in term time.
6. Late or non-payment will result in the removal of provision for the child.
7. Where a cheque is returned from the bank the resulting bank charges will be added to the client's debt.
8. Receipts or acknowledgement of payments of cash or cheque will be given to all payees.
9. One month's notice is required in writing when withdrawing a child from the provision. If less than this is given the deposit will be non-refundable.
10. If the Centre cannot provide a registered child with a place due to emergency closure or staffing issue, then no fee will be charged.

Charges for holiday period fee-paying sessions and clubs

1. Charges will be levied on a non-profit making basis and will not include any element of subsidy for any other children wishing to participate whose parents are unwilling or unable to pay the full charge.
2. Holiday sessions and clubs are booked and paid for in advance. Parents can choose how many sessions they wish their child to attend and all places are allocated on a first-come-first-served basis and are charged at a fixed rate per session.
3. Fees are calculated on the basis of the provision being available 9 holiday period weeks of the year.
4. There will be no charge for closure weeks which will normally be one week at Christmas and two weeks in the summer holidays. The dates will be advised at the start of each school year.
5. Fees are reviewed annually and changes are implemented with effect from the 1st September.
6. Late or non-payment will result in the removal of provision for the child.
7. Where a cheque is returned from the bank the resulting bank charges will be added to the client's debt.
8. Receipts or acknowledgement of payments of cash or cheque will be given to all payees.
9. If places are subsequently cancelled then refunds are normally only given if the place is successfully filled, however extenuating circumstances will be considered by the head teacher on an individual basis.
10. If the Centre cannot provide a registered child with a place due to emergency closure or staffing issue, then no fee will be charged.

Lunches

1. Lunches for children attending Nursery Education sessions are chargeable at a fixed rate for all children, apart from those meeting the criteria for free school meal eligibility (refer to Babcock web page 'Free School Meal Eligibility' for guidelines).
1. All monies are payable at least weekly in advance – no credit is given.
2. Lunches not taken will be charged for unless the Centre has been notified of a cancellation by noon on Thursday of the preceding week

Illness

1. Non-attendance due to illness must be paid for in full.
2. Situations resulting in long-term absence will be considered on an individual basis.

Children's Centre

1. The Children's Centre will endeavour to provide as many free or low-cost activities, courses and sessions as possible.
2. If charges apply they will be made clear in advance.
3. Where a fee is payable in advance of attendance and a parent or child can no longer attend, refunds will only be made if there is no negative financial implication for the Centre or third party if there is one, or the place can be filled by another attendee.
4. If a pre-paid activity cannot take place due to low numbers, fees will be refunded.

Breakages, loss or damage to Centre equipment and premises

The governing body reserves the right to charge parents if their child is found to be responsible for the wilful destruction of Centre property.

Responsibilities

The Head Teacher will ensure that staff are familiar with, and correctly apply, the charging and remissions policy.

June 2017