



## Charging and Remissions Policy

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For the purpose of this policy Guildford Nursery School and Family Centre will be referred to as GNSFC. When we say “parent” we mean “parents and carers”.

### **Aim**

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

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996 sections 449-462 which set out the law on charging for school activities in England.

GNSFC believes that all children should have an equal opportunity to benefit from activities and visits, independent of their parent’s financial means.

### **Definitions**

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

The Governing Body has overall responsibility for approving the charging and remissions policy but can delegate this to a committee. The Governing Body or appointed committee have responsibility for monitoring the implementation of the policy.

The Headteacher is responsible for ensuring that staff are familiar with the policy and that it is applied consistently. Where necessary, the Headteacher will ensure that appropriate training in relation to the policy is provided.

Staff are responsible for implementing the policy consistently and notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Fees are normally reviewed annually with effect from the 1st September. If there are exceptional circumstances fees may be reviewed in-year.

Parents are expected to notify the Headteacher of any concerns or queries regarding this policy.

**GNSFC will not charge for:**

- Education provided as part of Surrey County Council's Early Years Foundation Stage (EYFS) nursery sessions entitlement
- Early Years provision specified by the Headteacher in exceptional circumstances
- Lunches for children eligible for Free School Meals

**GNSFC can charge for:**

- Early years provision that is not part of Surrey County Council's EYFS nursery session entitlement, including deposits
- Lunches provided by GNSFC
- Breakfast and After School Clubs (including food)
- Sessions and clubs outside term-time
- Hire of premises (including refreshments, food, and any additional services)
- Training/parent courses run by GNSFC
- Breast pump hire

When calculating the costs for chargeable items an amount may be included in relation to:

- Materials, resources or equipment provided
- Site costs such as utilities and cleaning
- Staffing costs
- Administration

**Voluntary Contributions**

The governing body reserve the right to invite voluntary contributions for activities over and above Early Years Foundation Stage educational requirements, during nursery session hours, which incur a cost.

All requests for contributions will make it clear that they are voluntary.

Children whose parents do not contribute will not be treated any differently from those who have contributed.

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.

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 an activity if the contributions are insufficient to support the activity.

**Charging in kind**

1. The cost of ingredients, materials, equipment etc. needed for activities must be budgeted for and borne by GNSFC. 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.

**Concessions and Remissions**

All fees are payable as per GNSFC's agreed annual rates and Terms and Conditions as published.

In cases 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 Headteacher in consultation with the Chair of Governors.

### **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 38 weeks of the year from September each year. Other payment terms can be dealt with for exceptional circumstances, on an individual basis in liaison with the Headteacher.
2. When accepting fee-paying sessions, parents will be required to pay 2 weeks' fees as a deposit. This will be refunded when the child leaves GNSFC on the condition that there are no outstanding debts.
3. An administration fee will be charged for 'ad hoc' bookings and/or changes to contracted sessions and clubs.
4. The Headteacher has discretion to waive an administration fee where financial hardship is known. In this instance the Headteacher will inform the Office Manager and the Bursar.
5. No charges will be made for INSET days (normally 5 per year).
6. Charges will be made for any additional holidays taken in term time. No charges will be made for bank holidays.
7. Late payment may incur a charge. Continued late payments or non-payment may result in the removal of provision for the child.
8. Where a cheque is returned from the bank the resulting bank charges will be added to the parent/client debt.
9. Receipts or acknowledgement of payments of cash or cheque will be given to payees.
10. One month's notice is required in writing when permanently reducing the number of contracted sessions or if withdrawing completely from the contracted provision.
12. In the unlikely event that GNSFC has to close due to an emergency, fees will still be charged.

### **Charges for sessions or clubs in holidays**

1. Charges 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 must be paid for, in advance.
3. 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.
4. An administration fee will be charged for 'ad hoc' bookings and/or changes to contracted sessions and clubs.
5. If payment is not received in advance, this may result in the removal of provision for the child.
6. Where a cheque is returned from the bank the resulting bank charges will be added to the parent/client debt.
7. Receipts or acknowledgement of payments of cash or cheque will be given to all payees.
8. In the event of non-attendance or last-minute cancellation, payment still applies. Refunds will be considered by the Headteacher on an individual basis only in exceptional circumstances.
9. In the unlikely event that GNSFC has to close due to an emergency, fees will still 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 the [LGfL website](#) to check eligibility).
2. All monies are payable at least weekly in advance and no credit is given.
3. Lunches not taken will be charged for, unless GNSFC has been notified of a cancellation at least 48 hours in advance.

## **All sessions incurring fees: Illness**

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

## **Family Centre**

1. The Family Centre will endeavour to provide free or low-cost activities, courses and sessions.
3. If voluntary contributions or charges apply they will be made clear in advance.
4. 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 Family Centre or third party if there is one, or the place can be filled by another attendee.
5. If a pre-paid activity cannot take place due to low numbers, fees will be refunded.

## **Breakages, loss or damage to GNSFC equipment, resources and premises**

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

The governing body reserves the right to charge staff, visitors, clients or hirers for any wilful destruction of GNSFC property.