



## Birchfield Nursery School Nursery School Charging Policy

### CONTEXT

The 1988 Education Reform Act requires that all schools should have a “charging policy” which is published and given to all parents / carers.

### Funded Sessions

The Act states that education must be free from charge if it takes place in school sessions. These are the “funded” places which we offer to all three and four year olds, from the term after their 3rd birthday. Each eligible child is entitled to 15 hours of free Nursery education per week. From September 2017 this also incorporates 30 hours funded sessions for working families. Families have a choice of sessions of 15 or 30 hours between the hours of 9.00am and 3.45pm.

### Paid-for Regular Sessions

Families can pay for regular sessions for their child (we do require a minimum of 2 sessions a week to help their child settle). The additional sessions can be accessed over and above their child’s 15 hours of funding **if we have places available** or they can be accessed from the day after a child’s 3<sup>rd</sup> birthday (subject to availability).

- **Sessions must be paid for in full at the start of each week**
- **Please note that there will be no refunds for sessions or parts of sessions missed due to illness**

Prices for these sessions are:

SESSION TIME	COST PER DAY
9.00am-12.00pm	£15.00
12.45pm-3.45pm	£15.00
9.00am-3.45pm	£35.00

**The charge is reviewed annually by the Governing Body.**

### Voluntary School Fund

Parents/carers may also make voluntary contributions to our School Fund, which is used to pay for additional activities at nursery including:

- Ingredients for cooking
- Celebrations (including making a cake with your child for their birthday)
- Small visits and / or part of the summer family trips

The Act places no restriction upon the level of contribution by parents, or upon the use of these contributions except that they should be used “for the benefit of the school in respect of an activity”. The School Fund is audited by an accountant and monitored by the Governing Body who emphasise “there is no obligation to contribute and no pupil will be treated differently if parents/carers choose not to do so”.

If an activity cannot be funded without voluntary contributions, this would be made clear from the outset. It would also be made clear that the activity/visit may not take place if parents/carers were reluctant to support it.

### Meals

Children who attend over the lunch hour need to bring a packed lunch.

### Snack and Dance (15 Hours)

To cover the cost of healthy daily snacks we ask for a contribution of **£2.50 weekly**. We also hire in weekly dance sessions and ask for a contribution of **£2.50 weekly**. These are payable via our online payment service as a combined £5.00 weekly donation. We monitor contributions for snack and dance at the end of each month and issue reminders.



### **Additional Services Contribution (30 Hours)**

Funded sessions are 9.00am-12.00pm/12.45pm-3.45pm. Provision outside these times are NON-FUNDED and our additional services attract a payment. For the academic year, these costs are set at:

<b>ADDITIONAL SERVICE</b>	<b>COST PER DAY</b>	<b>COST PER WEEK</b>
Lunchtime Provision	£5.00	£25.00
Snack	50p	£2.50
Dance (1 session per week)	50p	£2.50
<b>Total</b>	<b>£6.00</b>	<b>£30.00</b>

**Where there is more than one sibling attending 30 hours the fee will be £7.50 per family per day.** This also covers contributions to external provider experiences e.g. Zoo LAB, farm visit, Christmas party and seasonal dance workshops.

### **Special Circumstances**

Where a family consider the payments unfair or beyond financial capability we ask that you please contact the Headteacher at the earliest opportunity to discuss your situation.

### **Breakfast Club/After-School Club**

A maximum of 8 spaces are available for breakfast club (8.00am-9.00am) and after-school club (3.45pm-4.30pm). These places are priced at £5.00 per child per session.

Breakfast club will include a selection of appropriate food and drink choices. After-school club will include a warm snack and drinks. These extended school places must be booked 2 weeks in advance and are payable at the time of booking. Payment is non-refundable.

### **30 Hours Eligibility and Funding**

It is the responsibility of parents to ensure that eligibility codes are current and up to date. Parents are directed to the government childcare funding website at the earliest opportunity and informed of this responsibility. Where funding has not been accessed, parents can pay the daily session rate until the next funding deadline.

- **Non-payment of sessional fees will result in the possible loss of the full 30 hours place and the family will be offered a 15 hour place (subject to availability)**
- **Fees must be paid in full at the start of each week**

This policy will be reviewed at least annually or as changes to funding occur that necessitate earlier review.