



## **Welbourne Primary School Nursery - Charging and Remissions Policy**

This policy has been written to ensure that the school's ethos, curriculum, and practices promote shared values. It also encourages staff, children and other members of the Welbourne community to understand others and to value diversity, irrespective of gender, race, belief and sexual orientation. As a Rights Respecting School, we put the United Nations Convention on the Rights of the Child at the heart of our planning, policies, practice and ethos.

Ratified by Governing Body on:	14.5.26
Review Date:	14.5.28

## **1. Aims**

The purpose of this policy is to provide guidance for parents and carers, visitors and customers regarding the charging and remission for school and centre activities.

## **2. Legislation and Guidance**

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 of which set out the law on charging for school activities in England.

## **3. Lunch Arrangements**

Raindrops 2-3 year olds: children who stay across the lunch period are asked to bring packed lunches. Please see the school policy for healthy packed lunches.

Rainbows 3-4 year olds: children who stay across the lunch period are asked to bring a packed lunch or can pay for school meals. If a child with a full-time place is eligible for a free school meal, we will provide a school meal. Free school meals are available to parents receiving one of the benefits or NASS support shown below:

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowances ESA(IR)
- Child Tax Credit (income below £16,190 and no Working Tax Credit)
- Guaranteed Element of State Pension Credit
- Universal Credit
- NASS support under Part VI of the Immigration and Asylum Act 1999

## **4. Educational Visits**

All visits, visitors and extra-curricular activities are planned to enrich the children's curriculum experience. Costs will be kept to a minimum. All contributions are voluntary. No child will be excluded from an activity or trip if parents and carers are unwilling or unable to pay. If we do not receive sufficient voluntary contributions, we may have to cancel the trip or activity.

## **5. Government Funded Free Places**

The Government Funded Free 15 or 30 Hours for 3 and 4 year olds apply to the term after a child's third birthday. 'Free for Twos' 15 Hour places are available for eligible 2 year olds.

## **6. Childcare and Extended Care Fees**

- Subject to availability and confirmed termly.
- 10% discount for younger siblings.
- Full session requested is chargeable, even if the child is absent (including illness).
- Places will be stopped if payments are not up to date.

## **7. Administration Arrangements**

- Contracts: Parents must complete a contract for all childcare services.
- Registration and Deposit: A deposit equal to TWO WEEKS fees is required. For Breakfast Club, a TWO WEEKS deposit is also required.
- Payments: Fees are due every Friday for the following week. The preferred method is payment via Arbor. Childcare vouchers are accepted.
- Notice of Termination: One calendar month's notice in writing is required for paid childcare. For Breakfast Club, one half term's notice (two months) is required.
- Arrears: Places will be immediately suspended if fees fall into arrears to prevent debt.

## **8. Additional Charges**

- Lateness: £10 for every 10 minutes late or part thereof.

## **9. Monitoring and Review**

This policy is available on the website. It is monitored by the Headteacher and reviewed every three years.