

# Fees Policy



## **Huntingdon Nursery School Charging Policy (updated October 2023)**

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 some two year olds (if their families are eligible) and 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.

Families have a choice of sessions between the hours of 9am and 3:30pm

Some families of 3 & 4 year olds may be eligible for up to 15 hours more (making 30 hours in total per week).

### **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
- Snacks
- Small visits

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 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”.

**We suggest £5 for a term as a voluntary contribution to the school fund.**

**Our preferred method of payment for sessions, lunches and school fund is via bank transfer**

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.

### **Paid-for regular sessions**

Families can pay for sessions for their child - from the term after their second birthday - if they do not qualify for a funded place (although we require a minimum of 2 sessions a week to help their child settle).

Parents can pay for additional sessions (over and above their child's funding) if we have places available.

If families require sessions regularly they need to commit to a regular paid-for place for an entire half term, whether it is used or not, as our staffing will have to be arranged in advance.

**Please note that there will be no refunds for sessions or parts of sessions missed due to illness.**

Parents will be invoiced at the start of each term (or when their child starts if it is mid-term) for their child's place. Payment can be by lump sum or instalments. We ask that the payment is made within two weeks of the invoice date please, unless a different payment plan has been arranged.

**If this does not happen the paid for place will be removed and may be allocated to another family.**

The prices are shown below.

The charge is reviewed annually by the Governing Body.

**Our preferred method of payment for sessions, lunches and school fund is via bank transfer.**

Our office manager Carly deals with invoices and payments so if you have any queries contact her: [finance@huntingdon-nur.cambs.sch.uk](mailto:finance@huntingdon-nur.cambs.sch.uk)

In summary:

Non-funded hours for 2 year olds	£6.00 per hour
Non-funded hours for 3&4 year olds	£5.80 per hour

For one off bookings of extra session, full payment is due at the time of booking and refunds will only be given if we receive at least 48 hours notice of a cancellation of a booking.

### **Meals**

Children who attend over the lunch hour should bring a packed lunch with them.

### **Trips and visitors**

When we arrange trips or for visitors into Nursery we will let you know in plenty of time the voluntary cost or donation needed to make it viable.

### **Criteria for allocating paid-for places**

Some of our sessions are especially popular. We want the places to be available for all but are also aware that some families depend on the sessions to support their regular commitments. To ensure that all families are treated fairly we have devised a priority criteria list for allocating places for extended funding and for the popular paid-for sessions.

The criteria used to allocate paid-for places are:

- a) Children who are accessing their 15 hours free entitlement and
    - a. have fully settled into the place.
    - b. regularly need more than 3 paid for sessions a week.
    - c. their family need them to have the place so they can access work or training
    - d. their family is experiencing significant extra pressures (after discussion with the Headteacher)
    - e. their family would like them to access the additional sessions.
  - b) Children who have just turned 3, but are not yet eligible for funding and their family would like them to access the additional sessions. The criteria used to allocate extended funding places are :
    - a. Children who currently attend the setting and request the full 15 hours of extended funding.
    - b. Looked After Children and children with identified Special Education Needs And Disabilities.
    - c. Children who live closest to the setting, or have regular childcare closest to the setting (using a straight line measurement) and request the full 15 hours of extended funding.
    - 5) Children who live closest to the setting, or have regular childcare closest to the setting (using a straight line measurement) and request less than 15 hours of extended funding.
- We are always keen to hear your thoughts about the criteria identified and we will continue to review and update them annually based on your feedback.

The aim of this policy is to ensure that all our families that are entitled to flexible funding, both 2 year old funding and early education funding, are able to access this fairly in conjunction with guidelines set out by the DfE and supporting legislation 'Schools may invite voluntary contributions for some activities, if they make clear that the contributions are voluntary and that the child's participation in the activity is not dependent on whether or not the parent contributes. No charge can be made

unless the Governing Body or Local Authority has drawn up a charging and remissions policy, which must be made available to parents upon request.'

Government funding is intended to cover the cost of delivering 15 or 30 hours a week, high quality, early education. It is not to cover the cost of meals, consumables, additional hours or additional services. The funded entitlement will be delivered consistently so that all children accessing any of the entitlement will receive the same quality and access to provision, regardless of whether they opt to pay for additional hours, services, meals or consumables. Where any charges or voluntary contributions are requested, children of parents who are unable, or unwilling, to contribute will not be discriminated against.

### **Breakages and Damages**

The Governors are entitled to require parents to pay for the cost of damage caused by their and/or the pupil's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced resources.

### **Community Facilities**

Huntingdon Nursery School may charge for the use of its facilities by the local community and other organisations and may generate a profit from this which will be spent on the purposes of the school and or on community facilities.

### **Complaints**

If you feel that the allocation for paid places criteria stated above have not been fairly applied to your child then you may register a complaint with Claire Palmer, Headteacher using the normal complaints procedure.

### **Review**

This policy will be reviewed annually by The Governing Body

### **Date policy approved by:**

### **Signed by:**

The Governing Body is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. We are committed to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken within school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people. We expect and require all members of the school community to share this commitment.