



Early Years Foundation Stage (EYFS) Nursery Charging and remissions policy at

Dial Park Primary School

1. Aims Dial Park Primary School and Early Years Nursery aims to:
 - Have robust, clear processes in place for charging and remissions
 - Clearly set out the types of activity that can be charged for and when charges will be made
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.
 - Actions for Early Years and Childcare providers during the coronavirus (COVID-19) outbreak
3. Definitions
 - Charge: a fee payable for specifically defined activities
 - Remission: the cancellation of a charge which would normally be payable
4. Roles and responsibilities
 - 4.1 The governing board
The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.
 - 4.2 Headteachers
The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.
 - 4.3 Staff Staff are responsible for:
 - Implementing the charging and remissions policy consistently
 - Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies. The Nursery will provide staff with appropriate training in relation to this policy and its implementation.
 - 4.4 Parents
 - Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.
5. Government Funded Nursery Sessions
NURSERY GOVERNMENT FUNDING FOR 3-4 YEAR OLDS TO ATTEND NURSERY OR CHILDCARE
The term after they are three, children are eligible for 15 hours government funding for Nursery places. At Dial Park Primary School Nursery this can be used during school term time only. The Nursery is closed for 5 school training days a year. If parents/carers wish their child

to attend for more than 15 hours at Dial Park Nursery they can increase the time in accordance with the Nursery pricing structure. (See section 6 – What we can charge for)

FUNDING FOR WORKING PARENTS OF 3 AND 4 YEAR OLDS TO ATTEND NURSERY OR CHILDCARE

The Government provides additional support with childcare fees for working families. If a child is three or four years old and both parents are working at least 16 hours per week, or a lone working parent is working at least 16 hours per week, then an additional 15 hours funding may be available. This may provide a total of 30 hours funding. Parents/carers must apply for this each term or funding will cease. Further information is available for parents/carers can contact

<https://www.stockport.gov.uk/funded-childcare-for-3-and-4-year-olds>

FUNDING FOR 2 YEAR OLDS TO ATTEND NURSERY OR CHILDCARE

<https://www.stockport.gov.uk/free-childcare-for-2-year-olds>

Some families may be entitled to funding for two year olds if the family is on a low income, they may be entitled to 15 hours government funding for a Nursery place. **Parents/carers must provide the following evidence:** Evidence of agreement and code from Stockport Council for additional funding for two year olds

6. Nursery fees information- where charges are made

- Fees are charged at £15 a session which is half a day. The morning session is 9am-12pm and the afternoon session is 12pm-3pm.
- All Fees are payable at the beginning of each month in advance of booked sessions by cheque or cash or by BACS transfer. 1) Childcare vouchers are accepted Information on Tax Credits can be found online at: - <https://www.stockport.gov.uk/tax-free-childcare>.
- Charges will apply if a child does not attend booked sessions.
- We offer term time provision only. (Excluding bank holidays and 5 school inset days).
- Due to staff ratios and numbers of children attending we do not provide flexible Nursery provision to meet needs of families with shift rota of working, although we will endeavour to be as flexible as possible.

6.2 Procedures for the Non-Payment of Nursery fees

- Fees are payable at the beginning of each month in advance of booked sessions by cheque or cash or electronically through BACS transfer.
- Fees not paid by the first of each month will result in Nursery sessions being stopped until payment is recovered.
- In extenuating circumstances a payment plan can be established with Dial Park Primary School finance to ensure fees are paid as quickly as possible. Failure to abide by this payment plan will result in sessions being terminated with immediate effect.
- For fee paying families any continued non-payment of fees will result in the child's nursery place being withdrawn.

7. Where charges cannot be made

- We will not charge fees on days for which we cannot deliver our service of Nursery education and care, this includes 5 school training days (INSET days). We will not charge if there is a barrier to accessing childcare based on Government guidance or the law for example if by law people in England are required to self-isolate or if a child has been contacted by NHS Test and Trace for the period required.

8. Voluntary contributions

- As an exception to the requirements set out in section 6 of this policy, the Nursery is able to ask for voluntary contributions from parents to fund activities during Nursery hours which would not otherwise be possible. Some activities for which the Nursery may ask parents for voluntary contributions include: e.g. nursery trips, sports activities, parties. There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the Nursery is unable to raise enough funds for an activity or visit then it will be cancelled.

9. Additional circumstances we charge for

The nursery will charge for the following:

- Non- attendance at nursery for sessions booked for illness or any absence as staff costs will be the same.
- If notice of 4 weeks is given for holidays a retainer of £20 will be payable. We cannot offer a retainer of £20 unless you have given 4 weeks' notice.
- If we do not receive 4 weeks' notice for a holiday period you will be required to pay full fees whilst your child is absent on holiday.
- If a child is over 2 years of age and attends all day parents/carers may purchase a hot meal for their child which is £1.95 paid directly to Dolce. Please ask the office staff for more details.
- On days where due to unforeseen circumstances that **we cannot deliver our service** of Nursery education and care, we will refund monies paid for fees.

10. Monitoring arrangements

- Together with the school finance officer the Early Years Leader monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed every year by Early Years Leader and at every review, the policy will be approved by the Headteacher and governing body.

This policy will begin as of 14th June 2021.

I agree to abide by the terms of this payment policy.

Parent/Carer Signature

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Date

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