



## **Parklands Nursery School & Playgroup**

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[www.parklandsplaygroup.co.uk](http://www.parklandsplaygroup.co.uk)

Head Teacher: Mrs Sarah Brooking

### **CHARGING POLICY**

#### **1. Introduction**

- 1.1 This charging policy has been compiled in line with the Department for Education (DfE) guidance and in accordance with s457 of the Education Act 1996.
- 1.2 Charges applied are shown in Appendix I, and are annually reviewed and approved by the Finance Committee.

#### **2. Outside Activities and Visits**

- 2.1 Parklands Nursery School and Playgroup recognises the benefits and educational and social value of outside activities and visits and aims to ensure that all children can participate.
- 2.2 It is important that all children are provided the opportunity to attend special trips. Any child attending the trip who does not normally attend on that particular day, no additional session fee will be charged. If a child normally attends on that particular day but does not go on the trip, an alternative session will be offered.
- 2.3 Parents and carers are warmly invited to join their children on trips; however fees still apply for the session as staff costs remain the same.
- 2.4 The setting will subsidise trips wherever possible, as appropriate.
- 2.5 Parents and carers can pay for trips in instalments on request.
- 2.6 Those parents not able to afford the cost of a trip can apply for financial assistance, in confidence, to the Head Teacher or School Business Manager.
- 2.7 Bookings that are not attended on the day may receive a refund of their entry fee to any visit but transport costs would not normally be refunded.
- 2.8 Where the setting cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the setting, the setting may request or invite parents to make a contribution towards the cost of the trip. Children will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However; where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

#### **3. Damage/Loss to Property**

- 3.1 A charge will be levied in respect of wilful damage, neglect or loss of setting property (including premises, furniture, equipment, books or materials); the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.
- 3.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third

party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

#### **4. Lettings**

- 4.1 The setting will make its facilities available to outside users at a charge of at least the cost of providing facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the school e.g. CSPA, the charge will be based on the site staff overtime costs. See Lettings Policy.

#### **5. Wraparound Care**

- 5.1 The setting makes a charge for lunch time and extra sessions. These charges may be found in the relevant documents that advertise the service or the contracts with families.
- 5.2 Lunch Club is charged for regardless of the funded hours the child may be entitled to – this is treated as a separate service.
- 5.3 Sessions are still charged for even if **not** attended due to illness or holidays etc.
- 5.4 Accessing vulnerable childcare – criteria has been formulated by the Finance Committee allowing some parents to access free childcare places at a reduced cost/no cost. A set of criteria has been drawn up as a checklist to ensure that this money is being used fairly. A contract will be drawn up for parents/carers to sign. The Head Teacher and Finance Subcommittee will review those accessing the emergency childcare on a termly basis (at subcommittee meetings) and it will be at their discretion whether to continue/terminate the fund.

##### Criteria:

- Family circumstances e.g. family breakdown; death; critical illness;
- Respite care for the family or child e.g. illness;
- Vulnerable children e.g. Looked After Children; adopted children; fostered children; children with special educational needs; children with English as a second language; social service referrals;
- Lone parents working;
- Short term financial constraints.

#### **6. Voluntary contribution**

- 6.1 A weekly voluntary contribution (referred to as the 'Porridge Pot') is requested of Nursery and Playgroup parents/carers for non-educational expenses such as snacks, birthday cakes, Christmas entertainer etc.

#### **7. Hours exceeding free entitlement**

- 7.1 Each child is entitled to receive 15 hours per week or 570 hours per year of free nursery education commencing the term following the child's 3<sup>rd</sup> birthday.
- 7.2 If a child has been in a setting prior to Parklands Nursery, free hours may have been claimed by the previous setting.
- 7.3 There is a risk that the hours claimed by a previous setting when combined with those claimed by Parklands Nursery may exceed the 570 hours free entitlement, and that Parklands Nursery will not receive Government funding for the excessive hours.

- 7.4 Should the free entitlement be exceeded, Parklands Nursery will charge £15.50 per session exceeding 570 hours. This is to replace the funding which will not be provided by the Government.
- 7.5 Parents of 3 and 4 year olds may qualify for 30 hours free childcare per week or an extra 570 hours per year. In order to qualify for this additional funding, the following must be applicable:-
- ✓ Parents must earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months. This applies whether you are in paid employment, self-employed or on a zero hours contract.
  - ✓ The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
  - ✓ Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
  - ✓ Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
  - ✓ Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
  - ✓ If a non-EEA national, the parent must have recourse to public funds.
- 7.6 A child may be entitled to receive 2yr Free Entitlement commencing the term following their 2<sup>nd</sup> birthday. This is applicable if the family is in receipt of certain benefits (see <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds-benefits>).

If not in receipt of funding all sessions are chargeable at current rates (Please see Appendix 1)

## **8. Settling in/Admission**

Every parent is required to stay with their child during their first session. This session is chargeable. Please see Admissions Policy.

## **APPENDIX 1**

### **PARKLANDS NURSERY SCHOOL**

All children are entitled to 5 free 3 hour sessions (8.45-11.45 or 12.30-3.30).

These charges are if you require additional sessions on top of the free sessions, e.g. your child has an afternoon place and you work 2 mornings and require 2 morning places, you will pay 2 x £15.50

Session	Cost
Morning ~ 8.45am - 11.45am	£15.50
Afternoon ~ 12.30pm - 3.30pm	£15.50
Lunch Club ~ 11.45 – 1pm	£5.00
Full day (inc. Lunch Club)	£36.00

### **PARKLANDS PLAYGROUP**

If your child is eligible for 2 yr funding you are entitled to 5 free 3 hour sessions

These charges are if you require additional sessions on top of the free sessions, or you are not in receipt of 2 yr funding

Sessions	Cost
Morning ~ 8.45am - 11.45am	£15.50
Afternoon ~ 12.30 - 3.30pm (Tues & Fri)	£15.50
Lunch Club ~ 11.45 – 1pm	£5.00
Full day (inc. Lunch Club)	£36.00

Prices are reviewed annually. The cost for the morning and afternoon sessions are set prices

NB: These additional sessions/costings will only be available on a first come first serve basis.

Reviewed **September 2018**

Approved by Governors on:

Signed: .....