



## **Grace Owen Nursery School Charging and Remissions Policy**

### **Introduction**

At Grace Owen Nursery School, we want all children to benefit equally from all school activities whether held at school or offsite, during school hours or at other times and regardless of a family's ability to pay. The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. It has been informed by the LA policy and the DfE guidance to ensure transparency in our setting charges.

1. Children eligible for 2 year free entitlement may access it either during term time (15 hours per week) or over the full year (12 hours per week stretched provision).
2. All 3-4 year olds may access 15 hour free entitlement during term time between 9am and 3pm.
3. 3-4 year olds entitled to the extra 15 hour Extended Entitlement may access their 30 hours per week during term time or 24 hours per week over the full year.
4. For children under the age of 2 or any additional time requested there will be a charge according to Grace Owen Nursery School's Childcare fee rate in line with the admissions policy.
5. No charge is made for snacks given to children throughout the day.

### **Childcare charges**

There are two charges for childcare depending on your child's age.

The charge for children from 6 months to the term after their 3<sup>rd</sup> birthday is £5.50 per hour. For children over that age the charge is £5.00 per hour.

All regular booked sessions that require payment will be subject to a four-week cancellation period and are to be paid in advance.

### **Other charges**

1. Private photocopying will only be undertaken in exceptional cases if the family cannot access the service elsewhere at the discretion of the head teacher (No charge).
2. Private telephone calls: These are not allowed unless in an emergency at the discretion of the head teacher (No charge).

3. Music tuition – the nursery school does not currently offer music tuition.
4. Exam fees – not applicable due to the age of the children.
5. Any additional areas of charging unforeseen in this Policy, and resulting in income to the school budget will be at the discretion of the head teacher, in discussion with governors.

### **Remissions and concessions**

'Remissions' means no charge is applied and 'concessions' means a reduced fee is applied. We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible.

Those normally defined as eligible for remissions in a pre-school setting are:

- a) Pupils 'Looked after' by a local authority.

### **Monitoring and review**

According to the Education Act 1996 The Governors of Grace Owen Nursery School are free to determine when this policy will be reviewed and they will do so as required and necessary.

Monitoring of this policy is by the Headteacher and Governors of the school.

Please see the example individual bookings, contract and payments form attached.

Reviewed May 2022

## **Individual Bookings, Contracts and Payments – September 2021**

### **CONTRACTED BOOKINGS**

#### **There is a choice of 2 contracts**

1. Term time only contracts. These will suit people who only wish to book when schools are open. If places are required during school holidays they will need to be booked at the office at least a week in advance to ensure that there is space.
2. Full year contracts. These will suit people who require year round childcare, as they will guarantee a place both in term time and in the school holidays

Purchasable hours are between 8.00 a.m. and 6.00 p.m.  
The 15 free hours must be specified on the booking form.  
Additional time can be booked if there is space.

The 15 hours free nursery education for 3 and 4 year olds can be taken as full or half days between the hours of 9.00am and 3.00pm.

Half days are 9.00am to 12.00 or 12.00 to 3.00pm and extra time can be purchased.

Free early learning hours for 2 year olds will be agreed individually.

- ❖ Childcare is closed all Bank Holidays, August Bank Holiday week, Christmas week and five training days through the year.

❖ **THERE WILL BE NO CHARGE WHEN THE SCHOOL IS CLOSED.**

**Childcare Costs: £5.00 per hour for over 3s and £5.50 for under 3s**

**CHILDCARE FEES MUST BE PAID ONE WEEK IN ADVANCE**

**LATE COLLECTION WILL BE CHARGED AT £5 PER HOUR OR PART OF AN HOUR**

### **CANCELLATIONS**

We require 4 weeks' notice to cancel a booking/contract.

### **ABSENCES/HOLIDAYS**

- In the case of absences/illness/holidays the full rate will be charged
- In case of long term illness, please speak to some-one in the office.

**RECEIPTS** will be given at the time of payment and a statement of childcare costs is available on request. Please keep your receipt as proof of payment.

**PAYMENTS will be agreed** at the time of booking and a contract signed.

Payments can be made by cheque, cash, standing order or vouchers.

If cheques are returned by the bank, parents will be responsible for all charges incurred.

If parents miss a payment they should make an appointment to discuss the matter at the school office.

**We reserve the right to withdraw childcare if no agreement is reached.**

**All debts will be passed to the debt collectors at the Town Hall.**

**If Benefit Fraud is suspected, we reserve the right to report it to the Inland Revenue.**

The charging policy will be revised regularly and given to parents.

**GRACE OWEN NURSERY SCHOOL – 373/1002 (OFSTED EY497807)**

**CONTRACT/BOOKINGS**

Child's name: .....

D.o.B.....

Parent/Carer's name: .....

Telephone: .....

Start date	Mon	Tues	Wed	Thurs	Fri	Total Hours	Cost £	Parent/Carer's signature

N.I. No.                      Term time only                      Yes/No                      Full year booking                      Yes/No

Payment dates                      Weekly on \_\_\_\_\_ day                      Monthly on \_\_\_\_\_  
(date)

Payment type                      Cash                      Cheque                      Vouchers                      BACS transfer                      Standing Order

It is the parent/carers responsibility to make regular payments as we do not raise invoices and childcare will be stopped if payments are not made.

- ☐ I am claiming 15/30 free hours at Grace Owen Nursery School
- ☐ I am claiming \_\_\_\_\_ free hours at Grace Owen and \_\_\_\_\_ at \_\_\_\_\_
- ☐ I have read the school charging policy and will make payments as agreed
- ☐ I agree to pay fees in advance
- ☐ I understand that if debt is incurred steps will be taken to recover the monies owing and childcare may be withdrawn.
- ☐ I agree to give one months notice to cancel childcare

Signed

Date