

Thornton Heath Nursery School charging and remissions policy **(working in partnership with the Pegasus Academy Trust)**

1. Introduction

- 1.1** We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out Thornton Heath Nursery School's (THNS) approach to charging and remissions, and is informed by statutory guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.
- 1.2** This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

2 Paying for school meals

- 2.1** As children at THNS are not of statutory school age there is no provision for school dinners at the school. However, for full time children and those whose parents or carers have paid for extended hours, we do provide the facility for children to eat their own packed lunch in school, supervised by school staff. Charges for these arrangements can be found on the school's website (<http://thns.org/our-school/admissions-fees>) and places can be booked via 'Magic Booking' (<https://thns.magicbooking.co.uk>).

3. Activities for pupils that take place during school hours

- 3.1** No charge will be made for activities provided during funded school hours. A voluntary contribution may be requested in certain circumstances e.g. to fund visiting speakers. These voluntary contributions are only rarely requested on a 'one off' basis.
- 3.2** Design and cooking activities. If the school finds it necessary to charge for ingredients or materials, the finished product will belong to the parents/guardians. This only applies to extraordinary 'one off' items (for instance undertaken as part of a visiting workshop) and not those items made when following the school's normal schemes of work.

4. Activities for pupils that take place outside school hours

- 4.1** Activities outside of school hours rarely happen at THNS. However, in the rare cases that they do, no charge will be made for such an activity when it is a necessary part of the curriculum.
- 4.2** **Optional extras.** We may charge for some other activities that take place outside school hours – e.g. clubs. The Governing Body has delegated to the Executive Headteachers decisions for which activities will incur a charge. The levels of charge (including any remissions) will be determined on a case by case basis on the recommendation of the Executive Headteachers.
- 4.3** Where we make a charge, the total collected will not exceed the cost of providing the activity (i.e. activities are provided at 'cost') and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating. Where there is a shortfall due to remissions the Executive Headteachers will make the decision to either:

- a) cancel the activity or
- b) subsidise the activity from school funds (usually from Early Years Pupil Premium element of school funding).

4.4 Costs we can legally recover are as follows:

- a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- b) non-teaching staff;
- c) any materials, books, instruments or equipment provided in connection with the optional extra;
- d) transport to an activity outside school hours.

5. Activities that take place partly during school hours either on or off site

5.1 Where the majority of time spent on an activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 3.

5.2 If the majority of the time spent on an activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 4.

6. Extended hours and services

6.1 Parents/ carers are not obliged to purchase additional hours or pay charges in order to access their universal funded hours. THNS will not charge families for their funded 15 hours per week, but additional sessions or extended hours can be purchased subject to availability. Information about our school admissions and fees can be found on our website <http://thns.org/our-school/admissions-fees>. The level of fees and any remissions for extended hours and services will be set and reviewed regularly by the Head of Nursery and Governors. Any changes to charges will be conveyed to parents/ carers in writing with at least half a term notice.

6.2 **Early drop off / Breakfast club** runs daily from 8.00am-8.30am and charges can be found on our website.

6.3 **Lunchtime club** runs daily from 11.30am-12.30pm and charges can be found on our website.

6.4 **Full-time paid sessions** (nursery room only) are available from 8.30am-3.30pm and charges can be found on our website.

6.5 **30 hour funded sessions** are made up of morning sessions (15 hours per week) and afternoon sessions (15 hours per week). Charges for lunchtime club can be found on our website.

6.6 **Payments for extended hours and services** must be booked and paid for in advance via 'Magic Booking' (<https://thns.magicbooking.co.uk>) and are subject to availability. Parents/ carers have the facility to pay via 'Childcare Vouchers' through 'Magic Booking' but must discuss this prior to booking with the nursery office. Charges will be made for sessions even when a child is absent.

- 6.7** THNS reserves the right to refuse extended hours and services if booking and payment has not been completed or discussed with staff in the nursery office.
- 6.8** Parents/ carers may be able to access a range of tax credits and grants to support childcare costs. Please visit <https://www.childcarechoices.gov.uk/> for more information.
- 6.9** THNS reserves the right to impose charges for late collection of children. Families of children who are collected more than 10 minutes after the end of their session (11.40 am in the morning and 3.40 pm in the afternoon) will incur a late collection fee (see below).

	<u>End of morning session</u> <u>11.30am</u>	<u>End of afternoon session</u> <u>3.30pm</u>
<i>£5 charge</i>	Child collected after 11.45am	Child collected after 3.45pm
<i>£10 charge</i>	Child collected after 12.00pm	Child collected after 4.00pm
<i>£15 charge</i>	Child collected after 12.15pm	Child collected after 4.15pm
<i>£20 charge</i> <i>(and so on)</i>	Child collected after 12.30pm	Child collected after 4.30pm

7. Damage to property and breakages

- 7.1** Very rarely we may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Head of Nursery.
- 7.2** We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Head of Nursery.

8. Admission to events (productions, fetes etc.)

- 8.1** Where events take place in school time (see 3.2) there will be no charge for events although a voluntary contribution may be requested.
- 8.2** Where events take place out of school time a charge may be made to cover costs. Pricing for these events will be set at the lowest possible level and there will be reductions for children. The Governors of THNS do not seek to make a profit from these events.

9. Remissions and concessions

- 9.1** 'Remissions' means no charge is applied, 'concessions' means a reduced fee is applied.
- 9.2** We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible.
- 9.3** Those normally defined as eligible for remissions in a pre-school setting are:
- a) Pupils 'Looked after' by a local authority.

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9.4 The Executive Headteachers may choose to subsidise, in full or part, charges for certain activities and pupils, as advised by the Head of Nursery on a case by case basis.

10. Voluntary contributions

10.1 We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.

10.2 Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

10.3 If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

11. Monitoring and review

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

11.2 Monitoring of this policy is by the Executive Headteachers of The Pegasus Academy Trust.