



Hart Hill Nursery School

# Charging and Remission Policy

Updated Spring Term 2025

Ratified by Governors on 25.03.25.

Signed 

To be updated Spring Term 2026



### **Rationale**

At Hart Hill Nursery School, we aim to maintain provision of a wide and varied range of activities and experiences for all children following the Early Years Foundation Stage, including some which will necessitate voluntary contributions from parents and some subsidy from school fund as required. This policy complies with statutory requirements and has regard to the Local Authority's policy statements on charging.

### **Charging**

Section 106 of the Education Reform Act (1988) confirms the principles that education provided by any maintained school for its registered pupils should be free of charge if it takes place during school hours. This includes the use of universal 15 hours and extended 15 hours for 3-4 year olds, (30 hours funding) as well as Funded 2's Nursery Entitlement, including both the disadvantaged 2 year old funding and working parents 2 year funding.

### **School Meals**

Families are expected to provide their children with a packed lunch free of charge, if their child is spending the time between 12pm-1pm in school.

### **Discounts**

Children of staff who are employed by Hart Hill Nursery School are entitled to a discount on some of their childcare costs. Staff must follow this policy with regards to booking, cancellations, reimbursements and debts. The discounts for staff are for additional care, and do not include the costs towards school meals, childcare booked whilst a member of staff is not working, or voluntary contributions made to the school. The discounts are outlined below:

Children of staff in the 2 year old provision – 25% discount

Children of staff in Main Nursery Provision – 50% discount

Where any child who attends the school is a multiple birth (eg a twin or triplet etc), the family will be entitled to 20% discount on care as specified above for the additional children, not including siblings.

### **Chargeable Activities**

The school may recover the full costs of certain activities, but charges will not exceed the actual cost. Hart Hill Nursery School currently charges for extended care services, including the breakfast club, care in addition to a child's free entitlement and the after school provision or clubs. The school also charges for repeated late collection to cover the cost of staff and premise facilities, including lighting, heating, equipment, rates, staff overtime and administration costs. In addition to other costs the school may also charge families for damage to property and breakages.

### **Breakfast Club**

The Breakfast Club is open from 8am – 9am and families are charged £6.00 for the session. Parents can provide breakfast for their child on a daily basis. Sessions must be booked at least 48 hours in advance, or parents risk the club being full. We ask parents to be as organised, as possible with bookings, to avoid disappointment.

In addition to the hour breakfast club, parents can drop their child to the classroom door at 8:45am for an early start to the day. This 15 minutes 'soft drop off' is to help parents to manage dropping to different schools, and to help lift any morning pressures parents are facing. The children who are dropping off at school at 8:45am will be given a choice of breakfast; parents agree, by dropping their child to the school early, to pay 50p per child, which covers the cost of the breakfast and staff time to supervise. This service is not bookable and works on a pay as you stay basis. Children arriving after 8:50 will not be accepted into the classroom, as late comers will affect the learning time, which will begin promptly at 9am.

### **Additional Care**

Care is available in addition to each child's nursery entitlement. This care is only bookable in session blocks to ensure that there is minimal disruption in the classroom, in the middle of sessions. It is also to ensure all children's wellbeing is high and to enable the school to appropriately safeguard all children. Whole sessions will be charged regardless even if the child leaves early.

Additional care is available as per the price list attached.

Sessions must be booked at least 48 hours in advance, or parents risk non-availability. Each request is a case by case booking depending on each classes availability and staff ratio at time of booking.

### **After School Club**

The After School Club is open until 4:45pm as per the price list attached. Sessions must be booked at least 48 hours in advance, or parents risk the club being full. We ask parents to be as organised, as possible with bookings, to avoid disappointment. After School Clubs will be confirmed termly via Parentmail and will be a variety of activities, such as gymnastics, art, cooking etc.

### **Enrichment Activities**

The school asks for payment of £5, per half term, payable via Parentmail, to support the school with the purchase of consumable resources, including playdough ingredients and sensory and messy play resources, such as jelly, cornflour, beans etc, as well as for cooking and tasting ingredients. These payments are made into the main school bank account, as the shopping is paid with a card linked to this account. The £5 payment also helps supports the school with other enrichment activities (ie Yoga, Soccer) which each child will have access to during their time in school.

### **Cancellations & notice period**

Due to the cost of the additional care, it is essential that parents, who book, give at least 48 hours' notice, via email, letter or verbal consent at the office to cancel; the school telephone number can also be used to leave a message for the admin team. Any later than this and the school is entitled to charge for the required care.

If any child is unwell or away from school due to a visit or holiday, the requirements booked will still be charged. Should the school be required to shut due to unforeseen circumstances, all payments will be carried forward on your child's account and the amount taken off your next parentmail invoice. If this is the last invoice, the payment will be reimbursed via parentmail to the original payment method.

A minimum of half term notice must be given to change regular sessions. However the school will try to accommodate the change as soon possible where places are available. Where parents who pay for their child and have filled in a booking form, are looking to leave the nursery within the academic year, 4 weeks' notice periods will be required; this also stands where a Core Session Agreement has been signed.

### **Late Collection Fee**

Families who repeatedly collect their children late from nursery, will be subject to an additional charge of £1 a minute after an initial verbal warning. Late collection is a safeguarding concern and staff will follow the lost and uncollected children policy to ensure the safety of the child should this happen.

### **Damage to Property and Breakages**

Where school property has been wilfully damaged by a child or a family member, the school may charge those responsible for some of, or all of the cost for repair or replacement. Where property belonging to a third party has been damaged by a child or a family member, the third party must be aware that they understand the risk of having property in school and the school will not be liable. Whether any of these charges will be made will be decided by the Headteacher, on a case by case basis, dependent on the situation in which the breakage or damaged occurred.

### **Debt and Unpaid Invoices**

Where invoices remain unpaid after each half term, the family will not be able to book further additional sessions until the debt has been fully recovered, in line with our debt recovery policy.

## **Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of activities to assist with funding. In making a request or invitation for voluntary contributions it must be made clear that there is no obligation to contribute and that registered children at the school will not be treated differently according to whether or not their parents have made any contribution. The school plans activities and requests for money throughout the school year, to ensure that there is not too much pressure on families to feel that they are continuously paying out for activities. This is monitored closely and changes made where needed on evaluation.

## **Trips, Visits and Outings**

At Hart Hill Nursery School, we try to take the children out of school as often as possible to allow them to develop their life skills, as well as their educational skills. The school asks for voluntary contributions towards the cost of transport, resources, food, entrance fees, additional insurance (where needed). Where there is not enough money to cover any shortfall, the trip will be cancelled. If a school visit is cancelled due to unforeseen circumstances by the school, refunds will be made via the original payment method if there are funds available after all other costs are covered.

## **Enrichment Days**

The school asks for voluntary donations towards enrichment days that happen in the nursery, including water day, visits from the farm, Living Eggs, soft play activities etc. Where there is not enough money to cover any shortfall these activities will be cancelled.

## **Remissions and Concessions**

The school will give consideration to the remission of charges to parents or carers who receive any of the following support payments:

- Income support
- Income based job seekers allowance
- Child Tax Credit (with no working tax credit)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments may also be entitled to free school meals where applicable and Early Years Pupil Premium. Parents who feel that they are eligible for the remission of charges will be dealt with confidentially. The Headteacher, in discussion with the Finance, Personnel and Premises Committee of the Governing Body, will authorise the remission of charges. The school may choose to subsidise part of the payment of some charges for certain activities and pupils; this will be determined by the Governing Body and Headteacher.

### **Monitoring of Policy**

The governing body will monitor this policy through regular updates of income and expenditure at termly Finance, Personnel and Premises Committee meetings. The Governing Body reserves the right to withdraw care places, without reason, should the need arise. Any disputes with regards to this policy should initially be made to the Headteacher, following the schools Complaints Procedure.

This policy will be reviewed annually or sooner, should a loss of funding or uptake of additional hours be predicted or should a dispute take place that leads the Governing Body to believe that a change is required.

# Price list

## 2 year old provision

Session	Time	Charge	Comments
Before School Club	8am – 9am	£6 per session	Charged via Parentmail
Soft Start Breakfast	8.45am - 9am	50p per session	To be paid by cash on the day
AM/PM Session	9am – 12pm 12.45pm – 3.45pm	£17 per session	Charged via Parentmail
Lunch care	12pm – 12.45pm	£5 per session	Packed lunch provided by parents Care charged via Parentmail
After School Club	3.45pm – 4:45pm	£6 per session	Charged via Parentmail

## Nursery & 30 hours children

Session	Time	Charge	Comments
Before School Club	8am – 9am	£6 per session	Charged via parentmail
Soft Start Breakfast	8.45am - 9am	50p per session	To be paid by cash on the day
Additional AM/PM Session	9am – 12pm 12.45pm – 3.45pm	£17 per session	Charged via Parentmail
Lunch care	12pm – 12.45pm	£5 per session	Packed lunch provided by parents Care charged via Parentmail
<b>30 hours children – Lunch care</b>	12pm – 12.45pm	Free	Packed lunch provided by parents
After School Club	3pm –4 pm <b>(30 hours children)</b>	£6 per session	Charged via Parentmail
	3pm-4:45pm <b>(30 hour children)</b>	£10 per session	Charged via Parentmail
	3.45pm – 4:45pm	£6 per session	Charged via Parentmail

# Price list from September 2025

## 2 year old provision

Session	Time	Charge	Comments
Before School Club	8am – 8.45am	£6 per session including breakfast	Charged via Parentmail
Soft Start Breakfast	8.30am - 8.45am	50p per session	To be paid by cash on the day
AM/PM Session	8.45am - 11.45am 12.45pm – 3.45pm	£18 per session	Charged via Parentmail
Lunch care	11.45am– 12.45pm	£6 per session	Packed lunch provided by parents Care charged via Parentmail
After School Club	3.45pm – 4:45pm	£6 per session	Charged via Parentmail

## Nursery & 30 hours children

Session	Time	Charge	Comments
Before School Club	8am – 8.45am	£6 per session including breakfast	Charged via parentmail
Soft Start Breakfast	8.30am - 8.45am	50p per session	To be paid by cash on the day
Additional AM/PM Session	8.45am – 11.45am 12.45pm – 3.45pm	£18 per session	Charged via Parentmail
Lunch care	11.45am – 12.45pm	£6 per session	Packed lunch provided by parents Care charged via Parentmail
<b>30 hours children – Lunch care</b>	11.45am – 12.45pm	Free	Packed lunch provided by parents
After School Club	2.45pm –3.45pm <b>(30 hour children)</b>	£6 per session	Charged via Parentmail
	2.45pm -4:45pm <b>(30 hour children)</b>	£12 per session	Charged via Parentmail
	3.45pm – 4:45pm	£6 per session	Charged via Parentmail