



CHARGING POLICY including Nursery

Document Status			
Date of Next Review	Sep-16	Responsibility	Resources Committee
Date of Policy Creation	Sep-15	Method of Communication	Website
Date of Policy Adoption by Governing Body Autumn 2015			

All education during school hours is free.

Federation joint activities

The Federation will pay for any transport needed to bring the classes together for joint activities.

Voluntary contributions

We are lucky to have a supportive 'Friends of the Federation' organization. The Friends allow the school to use the money from their organized fundraising events to cover the cost of school trips and visits, which enrich the curriculum and educational experience of the children.

Occasionally the school may have to invite parents to contribute towards the cost of a trip or visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

The following is a list of additional activities organized by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- outdoor adventure activities;
- visits to the theatre;
- musical events;
- visits to other schools outside the federation and partnership

Morning and After School Clubs

Children may be asked for voluntary contributions towards refreshments for film clubs and costs to cover materials for Craft Club etc

Children may be asked for voluntary contributions towards the cost of employing hourly paid professional staff/ sports coaches to run after school clubs.

Residential visits

If the school organizes a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do request a voluntary contribution towards travel expenses and make a charge to cover the costs of accommodation, food and tuition. Parents who receive any form of state benefit may apply to NYCC.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition, if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The County Music Service makes a charge for these lessons. Parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

Note- Neville Workhouse Trust have given Snape School a small grant to cover the tuition fees of Snape registered pupils having lessons with the NYCC Music service, either individually or in a group. This will be offered to all Snape pupils Y3-6 and will last until the grant is used up.

Swimming and other PE activities

The school organizes swimming lessons for all children. This takes place in school time and is part of the National Curriculum. We make no charge for these activities, but we request a voluntary contribution towards transport costs. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in these lessons.

CHILDCARE IN THE EARLY YEARS UNIT FOR NURSERY AGED CHILDREN

Universal free 15 hours provision is available from the term following a child's third birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances.

Regulations prescribe that children become eligible for free early years provision on the dates set out below:

A child is born in the period	Will become eligible for a free place
1st April to 31st August	1st September following child's 3rd birthday (Autumn school term)
1st September to 31st December	1st January following child's 3rd birthday (Spring school term)
1st January to 31st March	1st April following child's 3rd birthday (Summer school term)

Scope

- The Education Act 2002 offered the opportunity to develop the provision of child care within maintained schools.
- The Department of Education advises schools that while the free entitlement at the point of delivery is statutory, provision beyond 15 hours is not and therefore can be

charged for, in line with the power to charge for extended services. See Child Care Act 2006 the Secretary of State's code of Practice 2010.

- The Governing Body makes its charges for additional child care under Section 27 of the Education Act 2002.

Policy Aims

- Ensure our charges are fair and affordable
- Review all charges regularly
- All parents/carers will be given notice of increased charges in the term prior to its effective date
- The primary objective of any monetary increase made is to sustain the nursery provision
- We will be aware of charges made by other nursery providers
- The Government's free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- Ensure parents can identify on their invoice what charges are in relation to the additional hours from their free provision and nursery lunch club

Charges

Sessions will run from 9am – 12noon, 1-3.30pm five days a week, 39 weeks of the year which will run concurrently with the school year

- Parents are not obliged to purchase additional hours or pay lunchtime charges in order to secure free provision
- No charge can be made for the Early Years Foundation Stage funded education place of 15 hours per week, but parents/carers can purchase additional child care provision where available (only applicable if using two providers)
- Additional paid- for sessions must be paid termly in advance

Registration of Interest

You can register an interest in a place at the Federation Early Years Unit for your child by completing the online or hard copy Admissions Form any time after your child is born- free of charge.

Pricing Structure

- Additional child care may be purchased at a cost of £4.00 per hour and must cover a full session of 3 hours in the morning or 2 ½ hours in the afternoon.
- Parents will only be invoiced for those sessions not covered by the free nursery entitlement
- Please note that the lunchtime provision does not attract nursery funding and is charged in full at a rate for £3.90 per day (for each child receiving a school dinner) and £2 per day if they are provided with a packed lunch.

Timing of Payments

- All fees are payable in advance on the first of each month
- Payment by cheque, ParentPay, cash payments or child care vouchers. Any charges arising from payment in un-cleared funds will be passed on to the parent
- Charges will be made for sessions even when a child is absent through sickness or holidays
- Charges will be made for sessions when nursery is unable to open due to circumstances beyond our control, E.g. Extreme weather, flooding etc. This is because the overheads of the nursery such as staffing still have to be covered
- Additional charges may apply for special events, E.g. Christmas party etc. but parents/carers will be notified in advance when this is the case

Non-Payment of Fees

Payments of unpaid fees will be pursued using the Local Authority set procedure for debt collection

Support for Child Care costs

- Parents/carers may be able to access a range of tax benefits and grants to support child care costs
- Child care costs cannot be met directly from the school budget **Review and Monitoring**

HOLIDAY CLUB PROVISION – ESCAPE

The school offers childcare provision during some school holidays. The provision is open to all children of the Federation from Reception to Year 6, as well as pupils from other local primary schools.

Scope

- The Education Act 2002 offered the opportunity to develop the provision of child care within maintained schools.
- The Governing Body makes its charges for additional child care under Section 27 of the Education Act 2002.

Policy Aims

- Ensure our charges are fair and affordable
- Review all charges regularly
- All parents/carers will be given notice of increased charges in the term prior to its effective date

- The primary objective of any monetary increase made is to sustain the holiday provision
- We will be aware of charges made by other holiday care providers

Charges

The following sessions are available: Extended day 8.30-5.30, Full day 9-3.30 or Half day 8.30-1 or 1-5.30. The club runs for 3 days each half term, one week (or 4 days) at Easter and two weeks during summer. The club does not operate over Christmas. All sessions must be paid for in advance.

Pricing Structure

- Extended day (9 hours) £15
- Full day (6.5 hours) £12
- Half day (4.5 hours) £9

Timing of Payments

- All fees are payable in advance prior to the beginning of session booked.
- Payment by cheque, ParentPay, cash payments or BACS transfer. Any charges arising from payment in un-cleared funds will be passed on to the parent
- Charges will be made for sessions even when a child is absent through sickness.
- Charges will be made for sessions when Escape is unable to open due to circumstances beyond our control, E.g. Extreme weather, flooding etc. This is because the overheads of the provision such as staffing still have to be covered
- Additional charges may apply for special events, E.g. trips etc. but parents/carers will be notified in advance when this is the case

Non-Payment of Fees

Payments of unpaid fees will be pursued using the Local Authority set procedure for debt collection

Support for Child Care costs

- Parents/carers may be able to access a range of tax benefits and grants to support child care costs
- Child care costs cannot be met directly from the school budget **Review and Monitoring**