



# ASHMORE PARK

## AND


# PHOENIX NURSERY SCHOOLS

## FEDERATION

# CHARGING AND REMISSIONS

## POLICY

Senior Leadership Team/Compliance Governor(s) Review Date	14.10.2019
Governing Board Approved/Adopted	22.10.2019
Signed on behalf of the Governing Board/Committee	
Policy to be Reviewed Date	14.10.2020

Ashmore Park and Phoenix Nursery school are Local Authority maintained nursery schools and as such do not charge for sessions. However, parents are asked to sign to commit their nursery funding for five, three hour sessions per week, to the respective Nursery on admission of their child.

## **AIM**

We aim to make appropriate charges, which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

## **PRINCIPLES**

- A voluntary contribution to school fund is asked for from parents and details of how this is used is reported on to parents
- We may ask for voluntary contributions for activities wholly or partly during nursery sessions which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- Support may be available towards part or all the cost of activity where there are financial difficulties
- We may charge where it enables an increase or enrichment of provision
- We support the development of all community group's use of facilities through a flexible charging approach
- We offer caretaking services to users but a charge would apply for this service.

## **ROLES AND RESPONSIBILITIES**

### **Finance and General Purpose Committee**

- Will review and amend the Charging Policy on behalf of the Governing Board
- Will review annually the charges for supplies and services.

### **Head Teacher**

- Will be responsible for drafting proposal for charges
- Will provide reports for the finance and general purpose committee.

### **Administration Team**

- Will provide effective financial administration enabling efficient budget management by the Headteacher
- Will maintain efficient and effective information systems.

## **Off-site Activities and Visits**

When organising school visits, which enrich the curriculum and educational experience of the children, the School will write to parents asking them to contribute towards the cost. A voluntary contribution not exceeding the actual cost may be requested. No pupil will be left out because a voluntary contribution has not been received. However if there are insufficient contributions, the School may be left with no choice but to cancel the visit.

## **On Site Activities**

A voluntary contribution not exceeding the actual cost may be requested. Parents may be asked to contribute towards replacing damaged or lost school property.

## **Extended Entitlement**

Phoenix Nursery School offers '30 Hours Extended Entitlement' with a charge being made to parents for provision during the lunchtime period. If places are available parents who will qualify for the '30 Hours Extended Entitlement' may be offered a place for their child as a 'rising 3'. Parents will pay for the additional 15 hours until they qualify for their '30 Hours Extended Entitlement' in the term following their child's third birthday.

Charges for the additional 15 hours will be at the hourly rate determined by the Local Authority. Charges for the lunchtime provision will be determined annually by the Finance and General Purposes Committee on behalf of the Governing Board.

Charges for the provision on the School site will be made on a weekly basis, but at an hourly rate. It has been agreed by the Governing Board that any parent/carer falling behind in payment for a period of 2 weeks will be at risk of losing the provision.

## **Childcare Charges**

There is a charge for childcare if your child has not been collected by 15 minutes after the end of the session. Charges for the provision will be determined annually by the Finance and General Purposes Committee on behalf of the Governing Board.

## **Paying for Information**

Where parents request copies of information under the Freedom of Information Act, the Governors can make a charge for providing copies of information. This is detailed in the Publication Scheme.

## **Monitoring & Review**

The Procedures in this policy will be monitored in the light of any new information and guidance, which becomes available.