

Hungerford Nursery School Centre for Children and Families Charging and Remissions Policy

The Centre offers a range of activities for which it charges; these are set out below. This policy sets out the charges and ways in which financial barriers are minimised (remissions). Details for Charges are set out in Appendix A.

Voluntary Contributions

Voluntary contributions are requested termly to help cover costs for daily snacks, transport to the woods and hire of the all-weather suits. However, all children will be included and benefit from these opportunities regardless of whether or not contributions are made.

Payment Methods

School Lunches

Payment can be made in the following way:

- **Cash or cheque** – Money to be put in a sealed envelope with the child's name and put in the money box in the reception of the main building or in the Pre-Nursery. Cheques payable to 'West Berkshire Council'.
- **Childcare vouchers** – payment from the provider can be made to the Nursery by BACS - sort code 60-15-07 account number 65453441. Reference is the child's surname and LUNCHES
- **Internet Banking** – sort code 60-15-07, account number – 16292316. Reference is the child's surname and LUNCHES.

Breakfast Club, Holiday Club (Easter and Summer), Additional Sessions (See Additional Sessions Policy) and Pre-Nursery

Payment can be made in the following ways:

- **Cash or cheque** – Money to be put in a sealed envelope with the child's name and put in the money box in the reception area. Cheques payable to 'West Berkshire Council'.
- **Childcare vouchers** – payment from the provider can be made to the Nursery by BACS - sort code 60-15-07 account number 65453441. Reference is the child's surname and BCLUB, HCLUB, EXSESS or PRENURS as relevant.
- **Internet Banking** – sort code 60-15-07, account number – 16292316. Reference is the child's surname and BCLUB, HCLUB, EXSESS or PRENURS as relevant.

Payment Terms

Lunch fees should be paid for at least weekly in advance.

Session fees should be paid half termly in advance, on the first day of term or half term (for Easter and Summer holiday club at the time of booking, in advance).

Failure to pay on time will result in the withdrawal of place.

Whole sessions must be paid for even if the child does not stay for the whole time.

No refund or reduction is available for sessions not used, missed either planned or unplanned and places are non-transferrable.

Where parent(s) are unable to cover the cost of provision, places will be funded by the school in line with this policy.

Any persons experiencing difficulty will be encouraged to see the Headteacher, in confidence. Concerns will be dealt with sympathetically.

For charges relating to a child belonging to a member of staff, see Appendix B.

Free School Meals

Free school meals are available to children whose parents receive Income Support, Income based Job Seeker's Allowance, National Asylum Seekers Support, Guarantee element of State Pension Credit, Employment Support Allowance, Child Tax Credit (but who are **not** entitled to Working Tax Credit) **and** if the joint family income does not exceed £16,190.

Parents must apply for free school meals directly to West Berkshire Council and are encouraged to do so before their child starts Nursery. The child will only be eligible once the office receives confirmation from West Berkshire Council. Parents are advised that they are liable for payment of lunches until confirmation is received. Once the office is advised that a child is eligible for free school meals, the Nursery School will pay for that child's dinners from their Private Fund.

Payments Received

For all payments received whether for Lunch, Breakfast Club, Holiday Club or Additional Sessions, receipts will be issued for all payments.

Outings and Enrichment Activities

All children will have the opportunity to attend outings and enrichment experiences whilst at Nursery. Some of these activities may incur costs, which cannot be fully funded by the school. Payment is by voluntary contribution.

No child will be excluded from such outings or enrichment experiences. However, if there are insufficient funds available the Governors/Headteacher reserves the right to cancel the visit. Any persons experiencing difficulty will be encouraged to see the Headteacher, in confidence. Concerns will be dealt with sympathetically.

Debt/Non payment of fees

See Debt Management policy

Appendix A Details of Charges

Breakfast Club Charges:

8.00am - 9.00am including breakfast - £5.50 per session
8.30am – 9.00am without breakfast - £3.50 per session

Holiday Club Charges

Morning session 9.00am - 1.00pm - £18
Afternoon session 1.00pm – 3.00pm – £10
All day session 9.00am - 3.00pm - £25
Additional afternoon session 2.00pm – 3.00pm - £7

Additional Sessions

9.00am – 11.30am - £14.00
1.00pm – 3.30pm - £14.00
2.00pm – 3.00pm - £7.00
3.00pm to 3.30pm - £7.00

Nursery School Lunch

£2.50 per day

Pre-Nursery Sessions

9.00am – 12.00pm - £16.00
12.30pm – 3.30pm - £16.00

Pre-Nursery Lunch

£5.00 per day (12.00pm – 12.30pm)

Additional Session booked with less than 48 hours' notice

£16.00 per session

Pre-Nursery Administration Charge

One off charge of £5

Late Payment Administration Charge

£20

Appendix B
Charges for staff places

Staff whose children attend breakfast club, holiday club or additional sessions will be required to contribute 50% of the total cost of the places for their children. They may have as many places as they need as long as there is a place available.