

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

To be reviewed: Annually

Policy Agreed: 27th March 2018 **To be reviewed:** March 2019



This Policy relates to the Nursery School, Pre-nursery and Family Centre



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.

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:

- **cheque** – Payment put in the money box in the reception of the main building. Cheques payable to 'West Berkshire Council' with the child's name and 'lunches' on the reverse.
- **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:

- **cheque** – To be put in the money box in the reception area. Cheques payable to 'West Berkshire Council' with the child's name and BCLUB, HCLUB, EXSESS OR PRENURS as relevant.
- **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 may result in a late payment fee being charged and if this continues the Headteacher will consider withdrawal of the 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/lunches not used, missed either planned or unplanned and places are non-transferrable.

Anyone experiencing difficulty will be encouraged to see the Headteacher, in confidence, and will be listened to sympathetically.

Payment by cash for lunches or sessions can only be made with prior authorisation from the Headteacher.

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

Free School Meals

Free school meals are available to Nursery school 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 (only available the term AFTER they are 3 years old) 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, and will be listened to sympathetically.

Debt/Non payment of fees

See Debt Management policy

**Appendix A
Details of Charges**

	Cost
Administration Charge	£10.00 (per Registration)
Additional Session booked with less than 48 hours' notice	£16.00 (per session)
Snack contribution	£10.00 (per term) or £30.00 a year
Late Payment Administration Charge	£20.00 (per charge)
Breakfast Session (8 - 9am) (Breakfast served till 8.30am)	£5.50 (per session)
Nursery School Hot Lunch	£3.00
Additional Session (1.00 - 3.30pm)	£14.00 (per session)
Pre-Nursery Session (9.00 – 12.00pm)	£16.00 (per session)
Pre-Nursery Session (12.30 to 3.30pm)	£16.00 (per session)
Ad hoc Pre Nursery Session	£17.00 (per session)
Pre-Nursery Lunch session (12.00 – 12.30pm) incl. hot lunch	£5.00 (per session)
Holiday Club - Morning session (9am - 1pm)	£18.00 (per session)
Holiday Club - Afternoon session (1pm - 3pm)	£10.00 (per session)
Holiday Club - All day session (9am - 3pm)	£25.00 (per session)

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.