



Eastwood at the heart of the community; with community at heart

Policy : CHARGING

Date first adopted:

17th May 2012

Policy Category:

Finance and Administration

Reviewed:

October 2015

1. Introduction

- 1.1 Under Government legislation Governors are required to draw up a policy for charges and remissions for visits and all other activities in the school. In line with the Finance Manual, we are required to ensure that we have a clear charging policy for all our services. Charges are reviewed on an annual basis and the charging policy reviewed at the same time as the review or setting of new charges annually. The charges for the current year are attached.
- 1.2 All income from fees and charges, provided that they do not relate to central council funds, are retained by the School/Centre and should be paid into the disbursement account. The same applies to all other funds raised through fund raising. Funds may be paid into a School Fund Account if one exists.
- 1.3 In addition to charges set out in the attached **Appendix A**, maintained schools may seek voluntary contributions in order to offer a variety of activities for children. All requests shall be voluntary and no pressure placed on Parents/Carers to make contributions. There shall be no difference in treatment of pupils whether parents contribute or not and no child will be excluded from an activity because of an inability or refusal to pay.
- 1.4 Governors have ensured that all charges comply with current legislation
- 1.5 Realistic Financial targets for each activity have been agreed and approved by Governors as part of the budget setting process and there will be regular monitoring by Governors on at least a termly basis.

1.3 The policy relates to both the Centre and Nursery school as appropriate.

2. Rationale:

- 2.1 We want all children to benefit from an equal opportunity to access and take part in a range of activities within and outside the curriculum specific to teaching and learning and educational enrichment. In addition to free provision in the school, both the Centre and School have chargeable services. Full day care provision supports working parents by providing a high quality care provision with a competitive fee and pricing structure. In the interests of transparency we are required to publish our charges and make them known to our users.

3. Aim

- 3.1 Governors are seeking to ensure that charges are rationalised and reasonable and appropriate and kept under review

Other relevant documents/policies

Lettings Policy

Income Policy

Scheme of delegation

Finance Handbook

3. Policy

1	<p>School Admissions</p> <p>Day Nursery Admissions</p>	<p>No charge is made for admission to the Nursery School</p> <p>A non- refundable registration fee of £50 is required upon application There is no discount on registration fees but only one fee is payable if two or more children are registered at the same time from the same family. A registration fee will be applied for all subsequent registrations.</p>
2	<p>School Meals</p> <p>Day Nursery Meals</p> <p>Wrap Club</p>	<p>No charge for pupils entitled to free school meals</p> <p>We will charge all pupils not entitled to free school meals an amount determined by the local authority, contractor or governing body of the school, as appropriate</p> <p>Meals are charged as part of the fees. There is no facility to charge for meals only</p> <p>Breakfast and afternoon tea are charged as part of the fees</p>
3	<p>Wrap Club</p> <p>Sibling Discount</p> <p>Late collection Fee</p>	<p>A charge is made for Wrap club on a session (am/pm), or weekly rate. Parents are invoiced monthly for a complete calendar month. No refunds are given and payment is due during all absences. This service operates 38 weeks per year. There is no holiday concession</p> <p>A sibling discount of 20% applies on each invoice where 2 or more siblings access the Wrap service. The discount will normally be on the eldest child. Where the sibling is a twin or triplet one child will be randomly selected to apply the discount There is no discount for siblings that are attending Wrap and the Day Nursery simultaneously.</p> <p>A late collection fee may be charged in accordance with the charges as detailed in the attached appendix</p>
4	<p>Day Nursery</p> <p>Holiday payment</p> <p>Sibling discount</p>	<p>A charge is made on a half day, whole day or weekly basis. Parents are invoiced monthly for a complete calendar month. No refunds are given and payment is due during all absences as this is an all year round service. A minimum of one month's notice is required where parents wish to stop using the Day Care facility. Where notice is not given we reserve the right to charge the equivalent of the notice period.</p> <p>Two week pro-rata holiday break is permitted subject to one month's notice. During this period no payment is due. Invoices are adjusted accordingly. The holiday period runs from 1st April – 31st March</p> <p>A sibling discount of 20% is applied to the invoice of the eldest child where 2 or more children access the Day Nursery or Baby Space service simultaneously. Where the sibling is a twin or triplet one child will be randomly selected to apply the discount</p>

	Late collection Fee	<p>The discount is removed as soon as there are no longer 2 or more children in attendance. There is no discount for siblings that are attending Wrap and the Day Nursery simultaneously</p> <p>A late collection fee may be charged in accordance with the charges as detailed in the attached appendix</p>
5	Forest School Late Collection Fees	<p>A charge will be made on a daily or weekly basis subject to starting and finishing times. No refunds are given.</p> <p>A late collection fee may be charged in accordance with the charges as detailed in the attached appendix</p>
6	Staff	Staff accessing our services for child care and Wrap are charged according to the Charging Policy and charges set out in the attached Appendix A . There is a 20% discount for staff applied to one child only
7	<p>Pupil Activities During school hours (hours when the school is normally in session)</p> <p>Centre activities Day Nursery</p>	<p>No charge is made for activities provided during school hours in the nursery school</p> <p>A voluntary contribution is requested for all trips or outings which incur a cost. Where insufficient contributions are raised a trip or activity may be cancelled</p> <p>A charge may be made to cover ingredients or materials where the parent/carer has confirmed in advance that they wish to own the finished product</p> <p>A charge may be made for visits, trips or activities for Day Nursery children. If insufficient contributions are raised a trip or activity may be cancelled. Under no circumstances are school funds to pay for trips visits or activities</p>
8	Share Family Learning	A charges will be made for training sessions and resources
10	Damages to property or breakages	We may seek to recover costs as a result of wilful damage or breakage to school property by a third party if the school is charged

Author: Hope Francis – Business Manager