

Current Policy Date: 25 June 2018  
Review: Annually  
Date of Next Review: November 2018



## **CHARGING AND REMISSIONS POLICY**

These are the Terms and Conditions for Parents/Carers accepting any paid session for their child at Victoria Park Nursery School & Family Hub. It is important to read our **ADMISSIONS POLICY** alongside this policy. It is the Parents/Carers' responsibility to read and act on this information. When you have read this policy, please sign and return the agreement form at the end of the policy.

Victoria Park Nursery School operates during term times only based on the West Berkshire school year. Our year is divided into three terms; Autumn Term, Spring Term and Summer Term. Each term is made up of 2 half terms with a week's holiday between them. Invoices are issued every half term. Current term dates are available on our website.

Charges are applied in a range of circumstances across the Nursery provision. All payments will be processed in line with school financial procedures and a receipt will be issued for all monies received.

### **Section 1 – Government Funded “Two Year Old” Sessions**

Children from families in receipt of certain allowances or may be entitled to Government “Two Year old” government funding for up to 15 hours of early education a week. This should be applied for via the West Berkshire Council website: <https://www.westberks.gov.uk/index.aspx?articleid=28010>

There is no charge to register a 2 year old who is in receipt of Government funding. You will be offered morning or afternoon sessions, depending on availability, for a whole term. If you'd like to change your child's sessions for the next term, please give us at least 6 weeks' notice or we may charge a £20 administration fee.

### **Section 2 – Self Funded Two Year Old Sessions**

Parents and carers not eligible for Government two year old funding can apply for a “self -funded” two year old place. A non-refundable registration fee of £20 will be charged. Parents are then responsible for the cost of all the sessions booked. Subject to availability of places and at the discretion of the Headteacher, self -funded two year old places will be offered to children in the term after their second birthday. In the event of oversubscription for places, the criteria given in the **ADMISSIONS POLICY** will be applied.

### **Implementation**

1. Children will be offered places in accordance with the School's **ADMISSIONS POLICY**. Places will be allocated for a minimum of three days per week, but requests for 5 days and then 4 days will be taken in preference to requests for 3 days.

2. A place is allocated for the entire term (ie autumn, spring or summer) and once allocated places must be paid for in full for the entire term. Our invoices are sent out at the start of each half term, but the full term is payable once you have accepted a place.
3. Children will attend either morning or afternoon sessions. Sessions last for 2 hours, 50 minutes. (See our website for further details and present session timings).
4. The session times over the week are allocated on a termly basis. If you want to change your child's sessions for the following term, please let us know at least 6 weeks in advance. Changes requested within 6 weeks will be subject to a £20 administration fee.
5. The first half-term includes a 'settling-in ' period to enable children to separate happily from their parent/carer and to become used to the Nursery routines . 50% of the normal session fee will be charged for the first 2 week period of attendance to allow for "settling in".
6. The places are charged at a rate agreed with the School Governors. From September 2018, charges for a self-funded 2 year old place are as follows:

	Amount due	Payable
<b>First 2 week "settling in" period</b>	£10.00 per session	In advance on or before the first day of term or first date of attendance.
<b>Regular sessions</b>	£20.00 per session	In advance on or before the first day of term.

1. 2 year old places are charged from the child's start date provided for each pupil on an individual basis. These pupils should attend every agreed session from then on.
2. Once allocated, self-funded sessions cannot be cancelled during a term except in exceptional circumstances. Cancellation requests should be put in writing to the Headteacher with at least 6 weeks' notice.
3. All non-attendance, whether planned or unplanned will still be charged for. Once allocated, no refunds for additional session fees will be made for term time holidays, parent or pupil sickness, family circumstances or similar.

### **Section 3 - Three Year Old Places - Additional Sessions**

**All Children are entitled to 15 hours of Government funding per week from the term commencing after their third birthday (their "core" funding). The School does not charge Parents/Carers for these sessions.**

Subject to availability of places, and at the discretion of the Headteacher, we are able to offer parents/carers the opportunity to purchase sessions.

## Implementation

1. **Additional sessions are offered on a termly basis ONLY as they may be needed in the future for another pupil as part of their free core funding.**
2. Parents and carers should make their request for additional sessions on the “Request for Additional Sessions/Clubs” form which should be handed to classroom staff. Additional sessions will start following the payment of the invoice.
3. If additional sessions need to be changed, requests should be made on the “Request for Additional Sessions/Clubs” form with at least 6 weeks’ notice.
4. Where a regular additional session is required, a commitment for a whole term must be given. The whole session charge is applied, even if the child attends only part of the session.
5. If there is more demand than places, priority will be given as follows
  - Exceptional social grounds, as supported by Professionals.
  - Families who have already purchased additional sessions in the previous term, in order of the number of sessions booked i.e. starting with 5 sessions in descending order.
  - Families booking 5 sessions every week, in date of birth order.
  - Families booking fewer than 5 regular sessions every week, in date of birth order.
  - Families booking an occasional session, in date of birth order.
6. From September 2018, the following charges apply for additional sessions. Payment for all sessions should be made in advance on or before the first day of term, or for late starters, the date(s) specified on the invoice. A receipt will be issued for all monies received.

Session	Charge from 1/1/2017
Breakfast Club	£5.00
Morning session	£15.00
Lunch Club	£.00
Afternoon session	£15.00
Tea Club to 4.30pm	£5.00
Tea Club to 5.30pm (subject to demand)	£10.00

7. Applications for additional ‘one-off’ sessions will be accepted in if there is space available. Please contact the school office in this case. Please note that full payment must be made before the session.
8. Children who are in a 3 year old class for the first time, that have booked any additional sessions or additional Breakfast, Lunch or Tea clubs will be charged for these from 2 weeks following their start date at the Nursery as they may be asked to delay their start to their additional session(s) or Breakfast, Lunch or Tea Club at the start of their first term while they settle in. This charging pattern will be followed regardless of the actual settling in period required for each particular child

Once allocated, self-funded sessions cannot be changed or cancelled during a term except in exceptional circumstances. Any such requests should be put in writing to the Headteacher with at least 6 weeks' notice.

## **Section 4 – Three Year Old Places - Beginning/end of week attendance pattern**

1. Children who are in a 3 year old class for the first time, who are attending on and “early” or “late” pattern (see our website) will be charged for their second lunch club as this is additional to the Government-funded 15 hours.
2. Payments must be made in advance and be received on or before the first day of each term or on the first day of attendance for children new to Nursery School.
3. The charge for the second lunch club will commence 2 weeks following a child's start date in a 3 year old class, to allow for settling in. This charging pattern will be followed regardless of the actual settling in period required for each particular child.
4. Once allocated, this attendance pattern cannot be changed or cancelled for a term. If you wish to make a change for the following term, please give us at least 6 weeks' notice in writing. Attendance patterns are subject to staffing and availability of places.

## **Section 5 - Collection of Fees**

All fees will be invoiced as detailed above. All invoices will show the date, the rate charged, the dates for which the charges are made, the sum due, the payment due date and details of how to pay.

1. Payment may be made by cash, cheque, standing order, electronic transfer or Childcare vouchers.
  - a. **Internet Banking** – our bank details – sort code 60-15-07, account number – 16293959. Please ensure the reference is your child's surname and initial so that your payment can be allocated correctly.
  - b. **Cash or cheque** – Money to be put in a sealed envelope with your child's name and handed into the Nursery School office. Cheques payable to 'Victoria Park Nursery School' please.
  - c. **Childcare vouchers** – payment from the provider can be made to the Nursery by BACS - sort code 60-15-07 account number 16293959. Please ensure the reference is your child's surname and initial so that your payment can be allocated correctly. Refunds cannot be made for excess fees paid for by childcare vouchers.

All payments will be processed in accordance with school financial procedures. Receipts will be issued for all monies received.

2. All invoices should be paid on or before the first day of each term (Autumn, Spring and Summer, or after each half term holiday) or the first date of attendance.
3. If the invoice is not paid, a verbal / written reminder of the amount due will be issued within fourteen school days of the due date.
4. Any invoices not paid within 1 month of the date due will incur an additional administration charge of £20.
5. If payment is not received immediately following this reminder;
  - a. In the case of the invoice being for fees for a self funded two year old place, the Headteacher will suspend the place with immediate effect
  - b. In the case of the invoice being for additional sessions, the Headteacher will suspend all additional sessions allocated and the Nursery place will revert to being the agreed 15 hour free provision only.
  - c. On completion of payment, the Headteacher will advise if the Nursery sessions previously allocated may be reinstated and this decision will be notified to the Parent/Carer in writing.
6. In the event of continued non-payment, the school will send a formal letter setting out the amount that is owed and asking for payment within a further fourteen days. In the event that parents do not respond to this letter from the school and make payment within this time period, or if they do not make payments in line with any agreed schedule it may be necessary, the School will make a referral to **West Berkshire Council Legal Services**. A final 14 day demand letter will then be sent which will set out the amount of debt, the previous communication that the school has sent and the final deadline by which payment should be received. It will also outline the potential for court action and the consequences that non-payment might have. The matter will be referred to the Governing body and with the assistance of West Berkshire Council Legal Services; County Court (small claims court) proceedings may follow to recover the money. The school will also take steps to recover the costs of chasing the debt through the court. This could result in a **County Court Judgment** being placed against the debtor's name and address.
7. Once any additional session places have been booked, no fee refunds will be made for any missed or cancelled sessions, either planned (holiday etc.) or unplanned (illness etc.) and regardless of sickness.
8. Sessions are allocated on a termly basis. In the event that these need to be changed, requests should be put in writing to the Headteacher.
9. Parents will be asked to sign an agreement to confirm that they accept these terms and will make payment as requested
10. No child will be allowed to stay for any session which has not been paid for.
11. The Headteacher may waive any fee in exceptional circumstances. A record will be kept of this decision with all the appropriate paperwork which will be filed for future reference.

## **Additional Charges are applied in a range of other circumstances across the Nursery provision**

## **Section 6 - Failure to Collect a Child**

1. Parents will be liable for any costs incurred after the initial 10 minutes the child remains uncollected after a Nursery School session, lunch club, or tea club.
2. After the initial 10 minute period, a charge of £10 will be made for the next 10 minutes, and then a further charge of £10 for each 10 minute period that follows.

Please see our separate “Failure to Collect a Child” Policy for full details.

## **Section 7 – Information**

1. In line with the School’s Freedom of Information policy, single copies of information will be provided free of charge unless specifically stated otherwise in the policy.
2. The costs of providing greater quantities of information may be charged to the recipient; such costs will be advised prior to the request for information being completed.
3. The decision to charge will be at the discretion of the Headteacher, except where the costs exceed the ‘threshold’ as defined in the freedom of Information Act, the charge will be determined in line with the formula prescribed in the Act.

## **Section 8 - Voluntary Contributions**

1. Parents may be asked to make voluntary contributions for any activity, visit or journey organized by the School and approved by the Governors, where appropriate.
2. Nothing in this policy alters or affects the position in relation to any voluntary contributions that are requested by the school in relation to trips in support of the curriculum. Pupils will not be excluded from trips if these voluntary contributions are not paid, however, if insufficient contributions are received trips may be cancelled.

## **Section 9 - Liability for Personal Property**

The School does not accept liability for any items of personal property lost or damaged in School, although in exceptional circumstances, a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Headteacher

## **Section 10 - Loss and/or Damage**

Where there is a loss or damage to any Nursery/Family Wellbeing Hub items taken home, a charge will be made towards replacement of the item(s)

## **Section 11 – Remissions**

The Governing Body / Headteacher may wish to remit, in full or in part, any charge made to parents. Authorisation of remission will be made by the Headteacher, in consultation with the Chair of Governors as necessary.



**Victoria Park**  
 Nursery School & Family Hub

**Victoria Park Nursery School & Family Hub**  
**Newbury RG14 1EH.**  
**Telephone: 01635 41296**  
**Email: office@victoriapark.w-berks.sch.uk**  
**Website: www.victoriapark.w-berks.sch.uk**

**Charging and Remissions Policy**  
**- Parent/Carer Agreement**

Name of child	
Class group	
Name of parent/carers	

**I confirm that I have read and understood the terms and conditions of the School's Charging and Remissions policy and I agree to be bound by its terms and conditions.**

Parent/Carer signature	
Name	
Date	

Accepted by Full Governing Board on:.....

Signed on behalf of Full Governing Board:.....