

Truro Nursery School
Charging Policy – March 2022
Review date – March 2023



Introduction

We want every child to participate fully in all available school activities.

Aims

The aim of this policy is:

- To ensure that children are not excluded from activities.
- To ensure that the school curriculum is enriched through visits and additional activities.
- To set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

Responsibilities

The Governing Body of the school are responsible for determining the content of the policy, and the Headteacher for its implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

The Governing Body of the school are responsible for ensuring that the school uses its budget and private fund wisely.

Publication of Information

A copy of this policy will be available for parents to view on the school website or from the school office.

Additional Activities which take place outside of School session times

The Governors of TNS have agreed that any school visits outside of school hours will proceed only if all those who wish to take part pay the full costs (or the voluntary contribution requested). The school may use funds from the school's private fund to subsidise parents who wish their child to go on the visit but who are unable or unwilling to pay. However, the Headteacher will have the discretion to cancel such a visit if sufficient funds are not raised which would render the visit unviable. Any voluntary contribution requested will not include an amount to cover the costs of those pupils who are unable/unwilling to pay. If a trip goes ahead it may include children whose parents have not paid any contribution. We do not treat these children differently from others.

The Governors of Truro Nursery School (TNS) currently make charges for the following additional activities which all take place outside of nursery session times:

Breakfast Club

Time: 8.00am – 8.45am

Cost: £3.75 including breakfast

Invoicing: Friday fortnightly in arrears.

Cancellation: One month's notice will be required to cancel or change sessions. The session will be chargeable if absent

Exceptions: No charge will be made if the school is closed.

Terms: Can be booked as a regular session or at short notice if space is available.

Breakfast Drop Off

Time: 8.30am – 8.45am

Cost: £1.00 per session (No breakfast included) – From September 2021 onward

Invoicing: Friday fortnightly in arrears

Cancellation: One month's notice will be required to cancel or change sessions. The session will be chargeable if absent

Exceptions: No charge will be made if the school is closed

Terms: Governors offer this service to accommodate the needs of parents/carers e.g. work patterns, or the requirement to collect children from another school. Drop off may be booked as a regular session or at short notice if space is available.

Lunchtime

Time: 11.45am – 12.30pm

Cost: £3.75 per day

Invoicing: Friday fortnightly in arrears.

Cancellation: One month's notice will be required to cancel or change sessions. The session will be chargeable if absent

Exceptions: No charge will be made if the school is closed.

Terms: Governors recognise that children may need a “settling in” period when they initially book for lunch. To accommodate this, Governors have agreed a two week period will be allowed to build up to taking the requested regular sessions. E.g. a parent may wish their child to take 5 lunches but may take 2 in the first week and 3 in the second. If this is the case only the taken sessions will be charged for during the settling in period. If after the two weeks parents/carers wish to hold a lunchtime place for their child the session would be charged at £3.75 per lunchtime session. This is due to the fact that lunchtime provision is very popular and staffing levels also have to be worked out in advance.

After School Later Collection

Time: 3.30pm – 3.45pm

Cost: £1.00 per session (No light tea provided) – From September 2021

Invoicing: Friday fortnightly in arrears

Cancellation: One month’s notice will be required to cancel or change sessions. The session will be chargeable if absent

Exceptions: No charge will be made if the school is closed.

Terms: This option may be booked as a regular session or at short notice if space is available.

After School Club

Time: 3.30pm – 5.30pm

Cost: £5.00 per hour including a light tea

Cancellation: One month’s notice will be required to cancel or change sessions. The session will be chargeable if absent.

Exceptions: No charge will be made if the school is closed.

Terms: This option may be booked as a regular session or at short notice if space is available.

Parents/Carers are responsible for ensuring children are collected at the agreed end of session times, if a child is not collected within 5 minutes of the end of the session and no message has been received our Late Collection Policy will be implemented.

Nursery Sessions additional to funded hours

Time: 3 hour session

Cost: £19.50 per 3 hour session.

Cancellation: 1 months notice is required to change/cancel sessions. This session will be chargeable if absent.

Exceptions: No charge will be made if the school is closed.

Terms: Additional sessions will be available for parents once the free hours have been allocated through our admissions process each term.

2 year olds and rising 3 charges

If available we offer a limited number of 2 year old places for children after their 2nd birthday and rising 3 places the term in which the child turns 3.

Time: 3 hour session as available

Cost: £19.50 per session.

Cancellation: 1 months' notice is required to change/cancel sessions. This session will be chargeable if absent.

Exceptions: No charge will be made if the school is closed.

Holiday Club

Governors are keen to ensure parents/carers have access to care provision for their children outside of term time. At present we offer our "Holiday Club" during the Summer holiday, Easter Holiday and also Christmas holidays depending on demand. Children who are staying for the lunch time session will need to bring a packed lunch.

Our Holiday Club is run by fully qualified staff and covers various activities

Charges are higher for 2 year olds (not rising 3's) as we have to, by law, have a greater number of staff.

Time: All day session runs from 8.30am to 5.30pm, a morning session runs from 8.30am-12.30 am and an afternoon session runs from 1.30pm-5.30pm, Lunchtime 12.30pm-1.30pm also available to add to the end of the morning session or the beginning of the afternoon session.

Cost: £20.00 (£30 for 2 year olds) per session (8.30am – 1pm or 1pm – 5.30pm), £32.00 per whole day (£50 for 2 year olds), payable in advance.

Cancellation: No refund will be given, but an alternative session will be offered if available.

Exceptions: No charge will be made if the school is closed. There is a 10% discount offered to siblings.

30 hours funded places

In line with our statement of intent; children who are in receipt of the 30 funded hours must take a minimum of 15 hours in Nursery sessions and the additional 15 hours may be taken flexibly in either Nursery sessions or other (usually chargeable) sessions. No charge will be made for Nursery sessions, breakfast, lunch, after school or holiday club if used as part of the 30 funded hours.

15 hours funded places (not 2 year old funded places)

A minimum of 3 sessions must be taken as a Nursery session. Any additional hours may be taken flexibly as Nursery sessions, breakfast, lunch, after school club.

Healthy Snack

All children are offered a healthy snack during each session they attend. In order to cover the cost of this we ask for a £5.00 contribution per term.

Visits wholly or mainly during school hours

When organising school trips or visits during school hours which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip/visit. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from others. Sometimes the school will part-fund trips in order to make them accessible to all.

The voluntary contribution requested will not include an amount to cover the costs of those children who are unable to pay.

The following is a list of activities organised by the school which may require voluntary contributions from parents. These activities are known as "optional extras". This list is not exhaustive.

- Musical events
- Visiting theatre groups/dancers
- Animal visits

Charges for Ingredients, materials and equipment

The Governors of TNS have agreed that wherever possible the school will provide any ingredients, materials and equipment needed for the delivery of a project from the school's budget. A nominal contribution of money or materials may be requested if the activity exceeds the usual cost.

Charges for nappies

The Governors of TNS have agreed that a flat charge of 40p per session will be made to provide children with necessary nappy changes if required. The charge is regardless of how many changes are made and is charged at cost. *Please note this is still chargeable if a child is absent.*

Charges for breakages and fines

The Governors of TNS have agreed that each situation will be assessed individually. Small accidental damages will not usually be charged for. The Governors have agreed that parents may be asked to pay for any deliberate damage to property or equipment caused by their child.

Recovery of unpaid charges

The school's policy is to invoice in arrears. This is done promptly and parents usually pay promptly. After 2 weeks of non-payment, parents/carers will at first be asked in person for the monies owed. Following continued non-payment a letter will be issued requesting payment be made by a certain date. If payment is still outstanding the sum payable will be recovered as a civil debt and all chargeable sessions will be ceased until the debt is cleared.

Exceptions

The governing body retain the right to be able to offer exceptions to the policy e.g. to temporarily suspend charges to support a family in crisis. This will be at the discretion of the Headteacher to whom the governors have delegated this responsibility.

Author	Helen Adams	Dated	31/02/2022
Headteacher	Helen Adams	Dated	31/02/2022
Chair of Governing Body	Rachel Heffer	Dated	31/02/2022

Date of next review: March 2023