

Date Reviewed:	September 2023
Review Date:	November 2024



Agreed by: Finance Committee	Date: 11/9/23
Name: Ross Bevan	Signature: [Handwritten Signature]

Charging and Remissions Policy September 2023

A. INTRODUCTION

1. The Governing Body recognises the need for working parents to access flexible childcare within the guidelines of Suffolk County Council.
2. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and educational visits can make towards pupils' personal and social education.
3. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

B. CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

1. Additional Purchased Hours

Parents can purchase additional time over their booked sessions in other session times if there is availability between 9am and 3pm.

We also provide breakfast time sessions from 8am – 9am and an additional session from 3pm – 4pm.

The charges for additional purchased hours are the following:

- £6.38 - Per additional hour for 2 year olds
- £6.16– Per additional hour for 3+ year olds
- £3.00 – Lunch
- £7.38– Breakfast Club for 2 year olds
- £7.16 – Breakfast Club for 3+ year olds

All bookings should be made through the school office. Parents who don't wish to pay for a Nursery School lunch for the 2 course meal cooked on site can choose to take their child home.

Date Reviewed:	September 2023
Review Date:	November 2024

Paid for care and lunches for illness or other reasons cannot be refunded, unless exceptional circumstances are agreed with the headteacher. Invoices will be issued via our nursery management software system, Famly at the end of each month detailing the charges for the next month and full payment is due by 14th of each month. Payment methods are detailed on each invoice. As we strive to be a cashless school parents are encouraged to use alternative payment methods.

A consumables charge of 80p for each half day session is charged to every child who attends Highfield Nursery School. This will be included with each invoice. The charge covers, (but this is not an exhaustive list) snack, malleable materials, cooking ingredients, wipes, nappy sacks and tissues. A more detailed poster about consumables is shared with parents during induction.

Records of amounts invoiced, received and outstanding are held in the school's GDPR compliant nursery management software system, Famly.

If circumstances arise where an invoiced amount is not paid for after a final reminder, then our Bad Debt Policy will be initiated.

2. General

- i) The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.
- ii) Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

C. REMISSIONS

In cases of family hardship the Headteacher will consider remission of charges. Parents are invited to apply for remission of charges, in part or in full, in confidence to the Headteacher. Authorisation of the remission will be made by the Headteacher.