

Sir James Knott Nursery School



Charging and Remissions Policy

“Resilient, reflective, respectful”

Certified as reviewed, approved and adopted by the Resources Committee:	21st March 2022
Policy received by Full Governing Body:	11th July 2021
Designated member of staff's responsibility:	Mr Croft- Headteacher
Next review date:	September 2022 or earlier if new guidance becomes available



Charging and remissions at Sir James Knott Nursery School

Introduction

At Sir James Knott Nursery School, we believe the children benefit from outside visits, journeys, visitors and extra-curricular activities which enrich their learning. We follow government regulations on charging. When an event takes place during school time, we ask families of children benefiting to share the cost. Legally, we are requesting voluntary contributions, but if we do not receive enough to cover the cost, plans may be cancelled.

Remission of charges

No child is barred from attending because his/ her parents have not contributed. Families eligible for benefits such as 2 Year Offer Place or Early Years Pupil Premium funding and others the Headteacher or School Business Manager determines are having financial hardship, will not be expected or pressured to pay. We keep such information confidential and handle situations discretely.

We offer a 3.45pm pickup to support families who have other siblings at other schools. If a child is collected on more than one occasion past 3.45pm and there has been no communications with the school office or Headteacher and the child isn't booked into wraparound provision, parents will incur a £10 late fee.

All parents who do not keep their parent pay accounts up to date will receive 3 warning letters. If any accounts are still not paid, there will be a penalty charge of £10 to cover administration resources.

Activities covered

If a child's parents wish for them to own materials, books or materials used at school, then an appropriate charge will be made.

Class visits/ visitors

We do not want any child to miss these valuable experiences. Where possible there is an allocation of funding within the budget to subsidise the cost, if necessary, in order for the entire class to benefit.

Two Year Old Provision

Our Two Year Old Provision offers families who are eligible for the Two Year Old Funding and for families to pay who are not entitled for this offer.

Session costs

£22 for a morning (8.30-11.30am) or afternoon session (12.30-3.30pm)
£46 all day including lunch

Parents will be expected to pay in advance, payment in arrears for this service will be discouraged.

Wraparound Provision

Our Wraparound provision offers families the opportunity to book additional sessions outside of their child's 15 hours of Nursery education. Some of our families are eligible for 30 hours. For those families who are not eligible there is a charge of £6 per hour.

Payment

All payments should go into an envelope with the child's name, class and what the money is for. The parent should give the envelope into the school office or a member of staff on entry to the session. The school's system of Parent Pay can also be used to pay for such activities. The school office will be happy to help with this. The school's preferred method of payment is via Parent Pay.

Queries

If you have a query about a charge, the school office is staffed between 8.00-4.00pm to answer any queries. You can also contact the school office by email at schooloffice@sirjamesknottnursery.org.uk