

Chertsey Nursery School



## **Chertsey and Dorking Nursery Schools**

### **CHARGES AND REMISSIONS POLICY**

#### **Statement of Policy**

Chertsey and Dorking Nursery Schools aim to value each child as an individual to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the schools' policy for charging for the provision of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child or family is prevented from participating because of financial circumstances.

#### **Activities in the Nurseries**

##### **Funded Entitlement**

All children aged two are entitled to funded education for up to 15 hours per week if they meet either the criteria for Funded Entitlement for Eligible Two year olds (FEET Funding) or the Working Entitlement. In the term after a child's third birthday, all children are entitled up to 15 hours of Universal Entitlement or 30 hours of funding per week if they meet the Working Entitlement.

##### **Extended Care**

In line with government requirements, all extended care is subject to a fee. This applies to: holiday clubs, lunch club, breakfast club, extended day sessions, late pick up and for nursery education and care for children aged from 2 years until the term after they are 3 years old if they do not meet the criteria listed above.

A deposit is required from all families who have accepted a fee paying place for two year olds. This will be refunded in the last invoice before the child is entitled to funded provision. Deposits will not be refunded if families choose not to take up their place.

A breakdown of Fees can be found on each school's website.

#### **Activities in both the Nurseries**

We may ask parents for voluntary contributions towards the cost of a trip or educational activity, including activities such as Forest School and Woodland Adventures, but a contribution is not obligatory. Families on low income or in receipt of certain benefits may be entitled to a full or partial remission of charges when asked for a contribution. This is at the discretion of the Executive Headteacher / Head of School.

When an educational trip or activity has been organised and a contribution invited from parents, no child will be excluded from the trip because his/her parents have not made a contribution. However, we reserve the right to cancel the trip or activity if insufficient contributions are received. Any contributions already given will then be returned to the giver.

Once a voluntary contribution has been made, the general policy is that there will no reimbursements for absentees on the day unless this would create hardship for the family. Children will be treated equally regardless of the amount of voluntary contribution made by their parents/carers.

We ask for a termly voluntary contribution of £10 per child in the Nurseries to support costs of items such as play dough, cooking, Forest School, etc.

The schools normally charge a fee for the use of the premises by external groups, except in exceptional circumstances and at the discretion of the Executive Headteacher / Head of School.

**Freedom of information Act**

In line with the Freedom of Information Act the school will provide information requested, but may impose a charge to cover the costs of photocopying and/or printing.

**Approved by the Governing Body:** September 2024

**Review by:** September 2025

Relevant for:-

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|---------------------|---------------------|
| <b>Nursery:</b> Yes | <b>Parents:</b> Yes |
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Policy based on Surrey County Council Model Policy: August 2017.