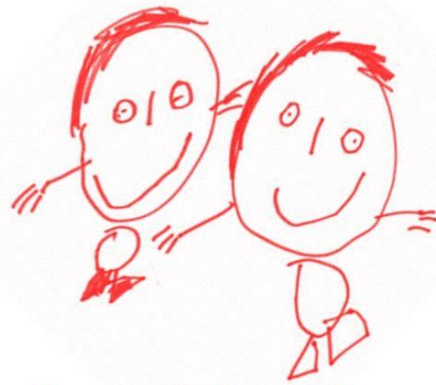




# Stockingford Nursery School

## **CHARGING & REMISSIONS POLICY**

**Passed and adopted by Governing Body**

Signed: 

Dated: 07.07.2025

Date: Revised July 2025  
To be revised annually July 2026

## **CHARGING AND REMISSIONS POLICY**

### **Why we need a charging policy**

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. We need a charging policy to set out Stockingford Nursery School's approach to charging, describes each type of activity which will be charged and to explain when charges will be made.

### **Aims**

The aim of this policy is to ensure that the reason for charging is transparent, fair and equitable.

### **Principles**

- Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, other consumables, additional hours or additional services' ([childcarechoices.gov.uk](http://childcarechoices.gov.uk))
- At Stockingford Nursery School we pride ourselves in offering the highest quality education that we can that includes exceptional resourcing and activities. Alongside the universal 15 hours funding allocated through the Early Education (EEF) scheme the government also provides direct 'supplementary funding' for Maintained Nursery Schools that supports us to pay for snacks and additional staff who contribute to our outstanding educational offer alongside the universal hours. However we do not receive 'supplementary funding' for hours 16 -30 which is why the Governing Board have placed a flexible cap on the number of 30 hours places offered and this is reviewed in relation to the needs of our community and demand for places.
- All Nursery School education provided within school hours will be free. This includes materials and equipment provided in school hours by the LA or the school. 'School hours' are those when the Nursery School is actually in session.
- All parents/carers will be informed about Nursery School hours in our Stockingford Nursery School prospectus.
- General fundraising and sponsorship may be used to support additional activities or for supporting good causes or charities i.e., Children in Need. Parents/carers will be informed of the decision to ask for contributions at the planning stage of activities or curriculum enrichment learning experiences.
- No pupil will be left out of any activity provided in school time because his or her parent/carer cannot or will not make a voluntary contribution of any kind if asked to contribute.
- No charges will be made which exceed the actual cost when divided between the participants.
- When parents/carers accompany pupils on an out of school activity or onsite curriculum enrichment activity, they will be asked to make a contribution towards the cost of transport and/or the activity – how much is dependent on availability of school's funds to subsidise.

Early Years Pupil Premium funding may also be used to support eligible pupils with funding to access curriculum enrichment activities or visits.

### **Little Nursery**

- Places are available for non-funded and funded children and places are allocated as per the Admissions Policy. Our aim is to ensure that our Little Nursery is as accessible to as many families as possible.
- Non funded places are currently charged at £19.50 per 3-hour session.
- Session times for morning places are Monday to Friday 8:45am to 11.45am. Afternoon places are 12.45pm -3.45pm.
- Payment can be made by cash or BACS or through Government tax free childcare (through BACS) All absences are charged at the sessional rate. Payment is to be made during the week of the session or monthly if previously discussed and agreed by SLT.
- Non-payment of fees will be discussed on an individual basis with the Headteacher and may lead to the withdrawal of the Little Nursery place.
- The Nursery School participates in the 2Help scheme which is 15 funded hours of early education for 2-year-olds living in families who are in receipt of certain benefits. For more information and to apply online, go to:  
[www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts) or  
ring the 2Help officers on 01926 742218/742233 or  
email: [2help@warwickshire.gov.uk](mailto:2help@warwickshire.gov.uk)
- From April 2024 we welcomed 2-year-old Working Family Entitlement funding for 15-hour places. We are not currently providing 30 hours funded places within our 2-year provision. For more information and to apply online, go to:  
[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Further information is also available on our school's website:

[www.stockingfordnurseryschool.co.uk](http://www.stockingfordnurseryschool.co.uk)

### **3 -4-Year-olds - Big Nursery**

#### **Universal Free Entitlement**

- Free nursery education is available for children from the start of the term after their third birthday and is subject to places being available in our Big Nursery. Each child is entitled to a universal 15 hours per week of Early Education Funding and the prime aim of our nursery School is to ensure children can access their 15 hour universally funded place.
- To allow for the maximum number of families to access this free provision in our school, the 15 hours are generally arranged across the mornings from 9.00am -11.30am or afternoons 12.40pm -3.10pm with one extended lunch day session from 9am -2.00pm.

- There is an option to pay an additional £22.75 per session to extend the day from 2pm until 3.10pm if required. Parents in receipt of Early Years Pupil Premium may request that this is used to pay for the additional hour.
- A small amount of flexibility is possible and parents requiring alternative arrangements are asked to specify their requirements directly to the Headteacher. The school will always do it's best to support with flexible hours if possible e.g. not all families wish to access their full 15 hour entitlement or may wish to access a dual placement with a childminder.

### **30 hours places**

- We have a limited number of 30-hour places available to support working families who have a validated code.

### **Additional hours**

- Dependent on whether places are available, parents may purchase additional hours in Nursery School at a supplementary cost of £19.25 per session. This would need to be agreed by the Headteacher or Lead teacher and then booked and paid in advance at the office. Places are offered on a first come first served basis and are subject to capacity and staffing ratios.
- Social services may, with prior agreement with the Designated Safeguarding Lead may fund additional hours for children subject to Child Protection or Family support Plans.

### **Absence and charges**

- We would be grateful if you would inform us if your child will be absent. Please use our Parents App or email us at [admin1041@welearn365.com](mailto:admin1041@welearn365.com) or call on 02476383708. **Full fees are payable for non-attendance for Little Nursery paid places only due to holidays or sickness at the sessional rate.** Refunds will only be given if a decision is made by the Head Teacher to close the Nursery school due to health and safety reasons (e.g. severe weather or any unforeseen incident). Refunds will usually be credited to your next invoice if possible.
- One month of unauthorised absence will lead to a review to determine where a place is still required. If non-payment of fees occurs the Headteacher on behalf of the Governing body will contact the family by letter and will give notice that the place will be frozen and then withdrawn.

### **Payment**

Invoices will be sent out at the beginning of each term and payment will be due in advance to secure places unless otherwise agreed. Invoices can be paid for in cash or through BACS. We will send reminders if payments are late. If you have difficulty paying, please contact us as soon as possible. If fees are persistently overdue, we may have to cancel your child's sessions and/or withdraw the place.

Fees are reviewed by the school's Governing Body at least annually, and increases will be levied, if deemed appropriate, with effect from 1<sup>st</sup> September at the start of the school academic year.

**Charges for persistent late collection of Nursery School children**

**In accordance with our uncollected Children Policy, the headteacher and the governing body have the right to impose a charge for the additional childcare given.**

**Lettings**

- Our Lettings Policy details the charges for hiring out rooms.