



## **Charging and Remissions Policy**

### **Introduction**

- Grace Cook Nursery recognises the need for working parents to access flexible childcare within statutory guidelines.
- We aim to promote and provide activities as part of a broad and balanced curriculum for the children.
- We recognise our statutory duty, as detailed in the EYFS, to encourage healthy lifestyles and healthy eating habits and to help children learn about this.
- Grace Cook Nursery from time to time, may amend the categories of activity for which a charge may be made subject to four week's written notice to parents.
- Nothing in this policy statement precludes Grace Cook Nursery from inviting parents to make a voluntary contribution towards the cost of providing education for children

### **Aims**

Grace Cook Nursery aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

### **Legislation and Guidance**

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

### **Definitions**

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

### **Roles and Responsibilities**

#### **The governing board**

Orwell Multi Academy Trust has overall responsibility for approving the charging and remissions policy, but can delegate this to the headteacher.

Monitoring the implementation of this policy has been delegated to the Manager of Grace Cook Nursery.

#### **Headteachers**

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### **Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.
- The school will provide staff with appropriate training in relation to this policy and its implementation.

### **Parents**

- Parents are expected to notify the nursery manager or the headteacher of any concerns or queries regarding the charging and remissions policy.

### **Charges**

Grace Cook Nursery reserves the right to make a charge in the following circumstances.

#### **Purchased Hours**

Parents can purchase hours of care and education subject to availability between 7.45am – 6pm, Monday to Friday, 49 weeks per year.

The charges for purchased hours are the following: £5.70 - Per hour for 2 year olds £5.50 – Per hour for 3 and 4 year olds

#### **Food**

The charges for food are the following: Breakfast 0.50p, Snack 0.50p, Lunch £2.35, Tea £1.00

#### **Enrichment** (activities such as trips, puppet shows etc)

Charges for these will vary depending on the activity provided and will be funded by voluntary contribution and will only ever be to cover costs and not to generate income for the setting.

### **Payments**

Details are contained within the Parent Declaration Form completed at registration.

### **Non Payment**

Procedures for late and non-payment are detailed in the Parent Declaration form. Bad debt procedures will be implemented should the procedure in the parent declaration form be unsuccessful.

### **Remissions**

In cases of family hardship, the Manager of Grace Cook Nursery will consider remission of charges. Parents are invited to apply for remission of charges, in part or in full, in confidence to the Manager. Authorisation of the remission will be made by the Manager with director approval.

Our setting is committed to safeguarding and promoting the welfare of Children, young people and adults at all times and expects everybody working within this setting to share commitment.

This policy was adopted on

Signed by \_\_\_\_\_

Position \_\_\_\_\_

Review Date: