

## Charging and Remissions Policy



# Kingsdown Nursery School

<b>Approved by:</b>	<b>The Governing Board</b>
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# Kingsdown Nursery School

LINCOLNSHIRE COUNTY COUNCIL

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**Kingsdown Road, Lincoln, LN6 0FB**

## POLICY RELATING TO CHARGING FOR SCHOOL ACTIVITIES AT KINGSDOWN NURSERY SCHOOL

The 1994 Education Act formulated the policy that education for all children should be free and all activities should be available to all pupils regardless of their parents' ability or willingness to help meet the costs. However, DfE Circular 2/89 confirms the right of schools to invite voluntary contributions for the benefit of the school, whether during or outside school hours.

### Voluntary Contributions

Parents/Carers are invited to make a voluntary contribution of 30p per session, so £1.50 for 15 hours per week and £3.00 for 30 hours per week to the school fund for:

- A variety of daily snacks for the children. Milk is provided free but fruit and other snacks are purchased from the school fund.
- Cooking ingredients
- Gardening
- Ad hoc events and activities not covered by the main school budget.

In addition to these ongoing activities we sometimes arrange courses and visits from outside agencies, such as, Meet the Beasts or invite people into nursery to talk to the children. To support these activities it is sometimes necessary to ask for contributions from parents/carers towards the cost. All contributions are voluntary. If we do not have enough voluntary contributions and do not have sufficient funds available in the school fund account, we may have to cancel the trip or visitor. If the trip/visit goes ahead, it will include all children.

### Lunch Club

These sessions are over and above the 15 hour free entitlement and as such carry a cost. Lunch club operates between 11.30 – 12.30 every day. Payment is £2.50 per day. A reduction for siblings has been agreed as £2.50 for the first child and £2.00 for any subsequent sibling attending. A reduction for children of members of staff has also been agreed at £2.00 per child.

### Breakfast Club

Breakfast club is open from 8.00 – 8.45 every day at a cost of £2.50 which typically includes cereal, toast and a drink of milk/juice.

### After School Club

After school club is open from 3.30 – 5.30 each day at a cost of £2.50 per half hour. Depending on how long children are booked in for, they will be given a drink and small snack.

### Buying Additional Nursery School Sessions (beyond the 15 hours free entitlement)

Parents/Carers may wish to buy additional sessions at Nursery. The cost depends on which room your child attends. The staffing ratio in the 2 year old room is higher, so sessions cost more than in the 3-4 year old room. Please ask at the office for current prices.

Priority will be given to families who commit to the purchase for a whole term, then individual blocks of more than 1 session and finally the purchase of individual 3 hour sessions.

In certain situations, the Governing Body may allocate additional places to a family for a specified length of time at minimal or no cost. Please speak to the Headteacher if you require further information.

### Booking and payment

For all Clubs and additional sessions, bookings and payment can be made in the office at any time. Invoices will be sent out once a month and cheques should be made payable to Lincolnshire County Council. In the event of non-payment of fees, the school reserves the right to stop lunch club, breakfast or after school club until the debt is cleared. In the event of non-payment of fees for additional sessions, school reserves the right to stop Nursery School sessions until the debt is cleared.

### Recovery of Debt

Parents/carers who take up additional sessions are asked to sign an agreement which clearly states payment expectations. Payments should be made on receipt of the invoice to prevent families accruing debt.

Should an account fall into arrears then the following process will apply:

- A reminder invoice will be sent
- A second reminder will be sent requesting payment within 1 with of the first reminder.
- The Headteacher or School Bursar will make an appointment to discuss the outstanding payment and; if necessary, agree a payment plan to recover the outstanding amount.
- If no payment plan can be made, extended sessions/clubs will be stopped until the debt is cleared.
- If payment is not made after following the above steps, names and addresses of any debtors will be passed onto Lincolnshire County Council to chase up.

### Book Library and Story Sacks

We do not charge parents/carers for damage to books or story sacks but ask that they are looked after carefully. If an item is damaged and a contribution is offered towards a replacement, we are happy to accept this.

### Outings at Christmas and Summer Outings

Parents/Carers may be asked for a voluntary contribution to cover the costs of their child's entrance and transport for school trips. However no child will be prevented from taking part in an outing because parents/carers are unable to pay. If we do not have enough voluntary contributions and do not have sufficient funds available in the school fund account, we pay have to cancel the outing.

### Clothing

Uniform is not compulsory and is sold directly through Uniform Direct. Our uniform is purple or white polo shirts, purple jumpers or cardigans and purple gingham summer dresses. Trousers, leggings or shorts can be black or grey. Most supermarkets sell purple school clothing without the logo, which is perfectly acceptable. The school will supply essential protective clothing when necessary, for example, painting aprons.

### Private telephone calls and photocopying

Staff and Parents/Carers may use the telephone or photocopier but must make a payment of 10p for a local telephone call and 10p for 1 side of A4 photocopying.

### Lettings

All lettings will be charged as per the costs detailed in Lincolnshire County Council's Letting Guidelines.