



Broomhall Nursery School

# Charging and Remission Policy

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## **Broomhall Nursery School**

### **Introduction**

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out Broomhall Nursery Schools approach to charging and remissions, and is informed by statutory guidance. In doing this, our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer. This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises; such as Broomhall Under3's

### **Charging and Remissions Policy – October 2024**

1. Children may access their 3-4 year old 15 hour free entitlement (and 15 hour Extended Entitlement if applicable) at the Nursery School.
2. Any additional time requested will be charged according to Broomhall Nursery School's Childcare fee rate in line with its Admissions Policy
3. A voluntary School Fund is operated at the school for healthy snack for a suggested donation of £6 per half term. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

### **Broomhall Nursery School Childcare Charges**

1. Broomhall Nursery wrap around childcare provides education and care for children aged 3-5.
2. Paid childcare between the hours of 8:45 a.m. and 3:45 p.m. term time only is charged at rate of £6.50 per hour or part hour. These rates are reviewed annually by Governors.
3. Paid childcare between the hours 3:45pm and 5:00pm term time only (Tea Club) is charged at a set rate of £10 per session.

4. Paid childcare between the hours of 8:00am and 8:45am term time only (Breakfast Club) is charged at a rate of £6.50 per session, or £10 per session depending on how 30hr funding is used for families.

*As an example: Mark uses 30 hours of funding over the week. He is in the setting 6 hours a day, from 9:30 to 3:30. Mark is now going to be attending Breakfast Club from 8am. As this is an additional hour and a half, the cost of this would be charged at a rate of £10 for the session.*

*Alternatively, Jess starts nursery at 8:45am until 3:45pm 2 days a week. She needs to attend breakfast club for the next few weeks. Breakfast club is charged at £6.50 as an additional 45minutes of childcare is being provided. Her daily charge rate would be £13.00, the break down for this is £6.50 for breakfast club and £6.50 for the lunch period.*

All regular booked sessions that require payment will be subject to a four week cancellation period and are to be paid in advance.

### Fundraising

Annual fund raising will be undertaken to raise monies to subsidise extra activities such as educational visitors as well as baking and specific projects undertaken during a child's time at Broomhall Nursery.

### Other charges

1. The charge for private photocopying (per page including VAT). Any member of the public may request copies of documents from the school – 10p per sheet.
2. Private telephone calls : These are not allowed unless in an emergency at the discretion of the head teacher.
3. Any additional areas of charging unforeseen in this Policy, and resulting in income to the school budget will be at the discretion of the Headteacher, in discussion with the Governors.

### Remissions and concessions

'Remissions' means no charge is applied, 'concessions' means a reduced fee is applied.

We will comply with legal requirements for remissions as outlined throughout this document and for pupils defined as eligible.

Those normally defined as eligible for remissions in a pre-school setting are:

- a) Pupils 'Looked after' by a local authority.

### Monitoring and review

According to the Education Act 2011 The Governors of Broomhall Nursery School are free to determine when this policy will be reviewed and they will do so as required and necessary.

Monitoring of this policy is by the Headteacher and Governors of the school