

York Road Nursery & Pre-School



Charging & Remissions Policy 2024

Statutory/Good Practice	Statutory
Based on Model Policy from	York Road
Review Frequency	Annual
Approval by	Head Teacher
Revision Due	January 2025

Aim

At York Road Nursery and Pre-School we aim to make educational opportunities accessible for all. York Road Nursery and Pre-School aim to have robust, clear processes in place for charging and remissions.

Principles

- We make no charge for EYFS lessons and related activities in school time
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost.
- No child is excluded from any such activity on the basis on non-contribution
- Support is available towards part or all the cost of an activity where there are financial difficulties

Definitions

- Charges - a fee payable for specifically defined activities
- Remissions - the cancellation of a charge that would normally be payable

Key Responsibilities

Governing Body

- Will review and amend charging policy or delegate to an individual governor or the Head Teacher
- Will review annually the charges for supplies and services and will monitor whether actual income is in line with anticipated income

Head Teacher

- Will be responsible for drafting proposals for charges
- Will provide reports for the finance committee

Office Manager

- Will provide effective financial administration enabling efficient budget management by the Head Teacher
- Will maintain efficient and effective information systems

Procedures

Thirty Hour Eligibility

- If a parent becomes no longer eligible for the 30 hours funding and does not inform the school in writing or email, then York Road Nursery reserve the right to apply charges which would be in-line with Yorkies Daycare current rate.
- It is also our policy to pursue any monies owed.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against.

The governors wish to ensure that all pupils have access to all areas of the life of the school, regardless of the parents' ability to pay.

In the event of activities organised by the school during school hours involving the need for payment to be made, voluntary contributions are sought from the parents to cover the cost of these activities. If parents are in financial difficulties (or in receipt of certain benefits) this should be brought to the attention of the Headteacher so that she can sensitively deal with the situation in confidence. Each situation is unique. No child is excluded from participating in the activities because of non-payment of a contribution prior to the activity going ahead.

Payment of Voluntary Contributions

When a child starts at York Road Nursery parents will receive an email to register to Arbor, a safe and secure online communications app. Any monies requested by Nursery are paid through the Arbor app. Payments are differentiated through the use of specific references.

Payment for non-funded Pre-School Places

If your child has a non-funded space at York Road Pre-School, an invoice will be sent to parent/guardians for payment.

Frequent Late Pick up of your child

If your child is picked up late from the school this may incur a charge as your child will go into Yorkies our onsite Daycare, this is a fee paying provision.

Optional Extra Clubs

As and when York Road Nursery and Pre-School are able to offer clubs to children, these clubs are an extra-curricular activity that will enrich your child's time at York Road. These are optional extras and we will be charging for these clubs to cover staff expenses and any profits made will be put into school funds.

Families unable to meet the cost for optional extra clubs will not be discriminated against and should contact the Head Teacher so that she can sensitively deal with the situation in confidence.