

Charging and Remission Policy



Approved by:	Full Governing Body	Date: May 2025
Last reviewed on:	March 2024	
Next review due by:	May 2026 or before if changes needed	

Purpose

This Charging Policy informs parents and staff about charging for school activities. It also covers fees associated with nursery school attendance. It conforms to the requirements of the Education Act 1996 and The Governance Handbook.

This Policy is written in conjunction with our Fee Structure and our Terms and Conditions, outlined below. It applies to our Daycare and our Maintained Nursery School.

Responsibilities

The Governors, in consultation with the Headteacher are responsible for the implementation of the Charging Policy and the determination of any individual case arising from the implementation of this policy.

Charging

All charges are set out within our Fee Structure (appendix 1) and Terms and Conditions (appendix 2).

Whilst it is the expectation of the nursery school that parents pay consumable charges for sessions attended in receipt of Government funded entitlement, these remain a voluntary contribution. If parents are not able or willing to pay the consumable charge, an alternate option of snack and sun cream would be needed, provided by the parent.

On occasion, the nursery school may request a voluntary contribution from parents for additional activities such as trips or visitors. No child will be excluded from an activity during school hours if their parent is unwilling or unable to pay.

Charges will be made for all hours and associated sundries taken above the Government Funded entitlements.

Remission Statement

It is the policy of the Governing Body to:

- To look at individual cases where parents have been unable to pay the discretionary consumable charges or other chargeable activities and, at the discretion of the headteacher, remit charges for school activities or consumables to parents in receipt of Early Years Pupil Premium or Disadvantaged 2-year-old funding.
- To agree how to fund shortfall in consumables, as directed by the Headteacher
- Ensure parents with working parent funded entitlement have the option to provide snack and sun cream in an alternative way, following the nursery school policies, if they are unable or unwilling to pay the discretionary consumable fee. This is agreed to be inline with the nursery school snack menu in the case of snack.
- For additional hours and sundries associated with the hours outside of the government funded entitlement, the Governing Body agrees to uphold the Debt Recovery Policy, to ensure no family accrues debt which would disadvantage the family or child.
- No child will be excluded from an activity or trip if their parent is unwilling or unable to pay.

Nursery School hours are funded in these following circumstances:

- ❖ All 3- and 4-years olds are entitled to 15 hours funded education, and some eligible children are entitled to 30 hour Government funded education.
- ❖ Some children from the age of 9 months are eligible for 15 hours Government funded entitlement. From September 2025, this will increase to 30 hours of funded education for eligible children.

<https://www.gov.uk/30-hours-free-childcare>

Appendix 1

Haven Nursery School – Fee Structure (Effective from September 2025, see note 1)

For children in receipt of Government Funded 15 hours or 30 hours, these hours may be up taken between 8am and 5pm. Details found in our Terms and Conditions. Additional charges are outlined in our Fee Structure below.

Note 1, to view the fees which are in place up to September 2025, please see the following [LINK](#)

Fees	Cost
Early Start 7.45am - 8.00am (plus breakfast cost)	£2.50
Evening Club 5pm – 6pm (plus tea cost)	£6.75
Hourly Rate (for all hours between 8am and 5pm in addition to Government funded)	£6.75
Meals (charged in addition to the Hourly Rate)	Cost
Breakfast (served between 7.45am – 9.00am)	£1.60
Hot Lunch (served between 12.00pm – 1.00pm)	£3.00
Tea (served between 4.15pm – 5.15pm)	£2.20

For children with NO Government Funded hours, the following Fee Structure will be applied

Fees	Cost
Early Start 7.45am - 8.00am	£2.50
Daily Rate 8am – 5pm	£58.00
Evening Club 5pm – 6pm	£6.75
Hourly Rate (meal cost will be in additional to this hourly rate)	£6.75
Meals (charged in addition to the Hourly Rate)	Cost
Breakfast (served between 7.45am – 9.00am)	£1.60
Hot Lunch (served between 12.00pm – 1.00pm)	£3.00
Tea (served between 4.15pm – 5.15pm)	£2.20

Provision of Food - Haven Nursery School will provide all food throughout the day for your child. It is our expectation that if your child attends Haven Nursery School during a mealtime, the relevant meal will be paid for. For Government Funded Hours, although an expectation, in accordance with the Government statutory guidance this is not compulsory. If a parent chooses to opt out of any meals this will need to be agreed in advance with the Head teacher

and any alternative will need to comply with our Snack and Mealtime Policy. For all parent paid hours, meal charges will be mandatory.

Consumables Fee – all children attending Haven Nursery School are expected to pay a small discretionary consumable charge to cover some of the costs of snack and sun cream. This will be charged at 65p **per session** with a session being AM and/ or PM.

**For families in receipt of EYPP or for other circumstances that the nursery is aware of, the consumables fee may be waived at the discretion of the Headteacher. Please contact the Headteacher to discuss.*

***For children under 12 months, a consumable fee will not be charged as children under 12 months are not offered a snack in line with guidance. Sun cream will need to be provided by parents when your child is under 12 months.*

Appendix 2

To view our T&Cs please click on the following [LINK](#)