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Canterbury Nursery School
and Centre for Children and Families
Basil Street,
Bradford, BD5 9HL
Executive Head Teacher: Duncan Jacques
Head of School: Jackie Bracewell

Policy

Charges and Remissions

Statutory or Non Statutory	Statutory
Frequency of Review	Annually
Last Review	October 201 9 ⁸
Next Review	October 20 19 ²⁰¹⁹
Website	Yes

Canterbury Vision

At Canterbury, children and their families are at the heart of an encouraging and challenging environment, where everyone recognises and celebrates differences, actively communicates the importance of learning and believes everyone can achieve.

The Education Act (1996) set out the law on charging for school activities. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

Activities for which there is no charge:

- Admitting pupils to school or for education within the school day.
- School time activities, but parents may be invited to make a voluntary contribution to provide these activities and be shown the level of contribution suggested.
- Activities within or outside the school day that are supported by grants or subsidies.
- Activities where the school decides to support an activity from general funds or specific fundraising events.

No pupil will be excluded from an activity if his or her parents cannot or will not make a contribution of any kind. The school reserves the right to cancel an activity if insufficient donations are received.

Activities and services that can be charged for:

- -All class trips organised by the school, a voluntary contribution can be requested. If these contributions do not cover the cost of the trip, the school reserves the right to cancel the outing.
- Snack items and milk, a voluntary contribution can be requested. This is done on an annual basis.
- Activities outside school hours.
- The cost of, or a contribution towards, any equipment where its damage or loss is caused by a pupil's behaviour. This will be at the discretion of the Executive Head or Head of School.
- The cost of providing photocopies of full OFSTED reports or similar documents.

General

The Governing Body may, from time to time, amend the categories of activity for which a charge is made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for the pupils. Voluntary contributions will be sought for activities during school time when the cost of these activities is not met by the Local Authority or other official sources. If the contributions received do not cover the cost of arranging the activity it may have to be cancelled. Failure to contribute, however, would not in itself prevent a pupil from participating in an activity.

Wrap around childcare

We will charge families for any childcare outside their free entitlement, with the level of fees and any remissions to be set and reviewed regularly by the Governing Board, and in accordance with any requirements set by the Local Authority.

Fees for wrap around care including lunchtime and breakfast sessions

- Chargeable wrap around sessions are offered subject to availability. To secure wrap around sessions, an application to the office must be made.
- All requests for wrap around care must come through the Head of School
- Wrap around sessions are offered on a first come first serve basis.
- Priority for wrap around places are offered as follows:
 1. Looked after children
 2. Vulnerable children (Early Help Assessment, Child protection, Children in need)
 3. Special educational needs
 4. Children currently on roll in the 2YO room moving to the 3-4 year old room
 5. Sibling Link
- When oversubscribed, a waiting list will be kept and parents/carers will be informed when a session becomes available.
- Part attendance of a wrap around session will still be charged at the full session rate
- Non-attendance for booked wrap around sessions will still be charged
- One week's notice is required for cancellation of wrap around sessions (sessions will be charged during the notice period regardless of whether the child attends)
- Extra ad hoc sessions may be available. Office staff will advise if a session is available and charge at the normal rate in advance.

The charge for wrap around sessions are detailed below:

- Half day session 8:45am - 11.45am **or** 11.45am - 3.30pm
 - 3YO £18 per day
 - 2YO £19 per day
- Half day session, including lunch 8:45am - 3.30pm
(Tagged on to Canterbury nursery school 3 hours free)
 - 3YO £23 per day
 - 2YO £24 per day
- Breakfast session 8am - 8.45am
 - £5 per day
- Lunchtime session 11.45am - 12.30pm
 - £6 per day

Remissions

Any charge may be remitted in exceptional circumstances. Each application for remission of charges will be considered carefully and in strictest confidence. Parents should discuss this matter with the Executive Head or Head of School. This will be subject to half-termly review.

Criteria include:

- Sudden change in family circumstances e.g. breakdown, death, critical illness
- Respite care for the family or child e.g. illness
- Vulnerable children e.g. Looked after children, Children In Need, Early Help Assessment, Child Protection

The Executive Head or Head of School will report the cost of meeting applications for remission of charges to the Governors at regular intervals.

Credit Control

- No credit is allowed.
- All sessions are to be paid for in advance, either weekly, monthly or termly and payment will be required in full before accessing the extended childcare.
- If the sessions have not been paid for, the wrap around sessions may be withdrawn.
 - The school will send a reminder text or email to the debtors who have not paid their fees at the end of the week.
 - After a further 3 days debtors will be asked to come into school for a meeting to discuss non-payment. Wrap around care may be suspended at the end of the 2nd week of non-payment until outstanding payments are cleared.
 - If the debt remains unpaid for a further 10 days a letter will be sent informing the debtor that the debt will be referred to the NCC Legal Section if it is not settled within 10 days of the date of letter.
 - If the debt remains unpaid and exceeds £50, it will be referred to the Council's legal section by the Head Teacher.
- Any debt outstanding at the time of a meeting of the governing body will be reported to the governing body including details of value and age.
- The school governors will receive aged debtor reports at every finance meeting.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the school, the charge will be based on the site staff overtime costs. See Lettings Policy

Late Charges

A late charge will be applied if a parent/carer is late picking their child up. £5 will be charged after 15 minutes and another £5 for each 15 minutes. These charges will be applied at the discretion of the Head of School as some certain circumstances are unavoidable and the charges have been adopted to reduce consistent lateness. The income from late charges will be banked into the school fund account.

Review

The Governors will review this policy on an annual basis.

Confirmation the Policy in respect of Canterbury Nursery School and Centre for Children and Families has been discussed by the Governing Body

Signed by:

Chair of Governors: Date:

Executive Head / Head of School: Date

Agreed at the Governing Body Meeting on: