



# Hylton Red House Nursery School Charging and Remissions Policy

## Our Core Values

Integrity	Independence	Responsibility	Enjoyment	Achievement	Partnerships	Inspirational
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The fundamental British values embedded within the Early Years Foundation Stage Curriculum are upheld in all we do. Hylton Red House Nursery School seeks to protect children from, and build resilience to, radicalisation and extremist views.

### Rationale

We want children to experience a rich and varied range of experiences, both within nursery and through visits and outings. No child will be treated differently because their parents have or have not made a contribution in response to a request.

### Equality and Diversity

At Hylton Red House Nursery School, we value and respect the diversity of individuals, our local community and the wider world. We seek to recognise our differences, to understand the needs of people within the groups identified as having protected characteristics and to ensure no one is treated less favourably through our policies and practices. The nursery upholds the values at the heart of the United Nations Convention on the Rights of the Child (UNCRC) and places them at the centre of our planning, policies, practice and ethos. Hylton Red House Nursery School is committed to supporting children with SEND. Our dedicated team work together to provide the support needed for children with SEND.

### Introduction

**Remission** - “where a charge is not payable, either in full or in part”

As a general policy, and in accordance with the Education Reform Act 1988, no charge will normally be made for educational activity taking place wholly or mainly within school hours. However, on occasions, the school proposes additional activities, within school hours, for the benefit of the children. In such instances, parents will be invited to make a voluntary contribution, but it will always be made clear that:-

- There is no obligation to contribute, and
- Pupils will not be treated differently according to whether their parents have made a contribution in response to the request.

Unfortunately, and as a last resort, the school will have to reserve the right to withdraw such proposals, should contributions fall far short of meeting costs.

A voluntary contribution will be made by nursery parents to support the cost of supplying fruit for snack time.

### Free Early Education Entitlement (FEEE)

#### 2 year old FEEE entitlement:

Hylton Red House Nursery School we offer places for 2 year olds. The 15 hour free early education scheme can be accessed across 5 x 3 hour sessions on a morning or an afternoon.

Statutory Review Frequency: Annual

Approved by: Finance Committee



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## **Our 2 year old sessions are as follows:**

Morning Session	8.40-11.40am
Afternoon Session	12.40-3.40pm

## **3 and 4 year old FEEE entitlement:**

Hylton Red House Nursery School offers 3 and 4 year olds the entitled 15 hours weekly free nursery education for 38 weeks per year during term time. The free entitlement can be shared between more than one setting. Parents will be required to sign a parent / carer contract stating when and where children are accessing their 15 hour free entitlement, if it is across more than 1 setting.

## **Our nursery sessions are as follows:**

Morning Session	8.40am -11.40am
Afternoon Session	12.40pm -3.40pm

The 15 hour free entitlement can be made up of using 5 x 3 hour sessions on a morning or afternoon. Additional sessions can be purchased subject to availability and the completion of a Childcare contract.

## **3 and 4 year old 30 hour offer:**

Hylton Red House Nursery School offers 26 full time equivalent (FTE) places to eligible families. Sessions run 9.00am - 3.00pm, with lunch. Additional wrap-around sessions can be purchased subject to availability and the completion of a Childcare contract.

## **Termly Admissions:**

The FEEE is offered to children the term following their 3<sup>rd</sup> birthday. The same applies for the 2yr free funding, the term following their 2<sup>nd</sup> birthday. If places are still available after the September intake for FEEE and requests for additional hours have been allocated, new intakes will be made available every term until no more places are available.

## **Allocations:**

At Hylton Red House Nursery School, the responsibility for determining the admissions for nursery age children lies with the governing body. The governing body also agree that any available sessions, over and above the free entitlement will be chargeable.

- 2 year old provision (2-3years) - 20 x am and 20 x pm sessions
- Main Nursery 3-5 years - 145 spaces across am / pm / childcare sessions

If the childcare and nursery are oversubscribed, the children are put onto a waiting list and as soon as a place becomes available, this will be offered. *Please see Admissions Policy.*

## **Additional childcare costs:**

Hylton Red House Nursery School has childcare provision, and can offer chargeable morning and / or afternoon sessions during term time. We are open from 8am - 4.00pm Monday to Friday.

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Our chargeable day care sessions are as follows:

Additional Childcare		Cost
<b>Breakfast Club 30hrs children</b>	8.00am - 9.00am	£5.10
<b>Breakfast Club 15hrs / Primary School children</b>	8.00am - 8.40am	£3.40
<b>Lunchtime (incl. £2 for dinner)</b>	11.40am - 12.40pm	£4.50 (£6.50)
<b>Morning/Afternoon Session</b>	3 hour session	£13.50
<b>Stretched session (incl. £2 dinner)</b>	8.40am - 12.40pm OR 11:40am - 3:40pm	£20.00
<b>Full week Incl. 5 x £2 dinners</b>	11:40am-3:40pm Mon-Fri	£100.00
<b>After School Club 30hrs children</b>	3.00pm - 4.00pm	£5.00
<b>After School Club 15hrs / Primary School children</b>	3.40pm - 4.00pm	£3.30
<b>Charges for second and subsequent children</b>	Breakfast / After School Club	£1.70

Children have the option to stay for lunch at nursery which is chargeable at £2.00 + charge for childcare.

We also offer a breakfast club from 8.00am - 8.40am / 9.00am. This is available for primary school aged children as well as under 5s. Staff can accompany children to Northern Saints Primary School as part of their Breakfast Club fees.

We offer an After School Club from 3.00pm - 4.00pm. This is available for primary school aged children as well as under 5s. Staff can collect children from Northern Saints Primary School as part of their After School Club fees.

## Charges:

Additional hours in nursery sessions are subject to availability and will be allocated on a first come first served basis.

Sessions are charged at £13.50, and this is reviewed annually. Additional sessions must be arranged and agreed in advance with the school.

One months' notice is required if a cancellation of any childcare is requested, or one months' fees in lieu of notice. Hylton Red House Nursery School reserve the right to charge one months' fees should failure to provide notice not be given.

If a parent / carer contacts nursery before 9.30am on the morning of their child's absence, a dinner allocation will be refunded but childcare charges will still apply.



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## **Payment Methods:**

Hylton Red House Nursery School require payment for childcare in advance. We accept cash, cheque, childcare vouchers or Sunderland City Councils online payment service. Cheques are made payable to 'Hylton Red House Nursery School'.

## **Payment Arrears:**

Any payments not paid on time will result in arrears onto the relevant account. Failure to pay arrears or not paying an amount on a payment plan will result in your child's additional nursery sessions being withdrawn.

## **Cancellation of Contract:**

The cancellation of the EFFF must give at least one months' written notice to the nursery before the commencement of that particular term, excluding statutory and bank holidays. To cancel additional childcare sessions, one months' notice is required.

Any permanently cancelled sessions will be made available to children on the nursery waiting list. Once additional sessions are cancelled the school cannot guarantee re-instating them.

**Please also see Admissions Policy**

## **External Sources and References**

- Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

Date of policy update: April 2018

Date for Review: April 2019

Approved by: Finance Committee 20.06.2018

Signed by Chair: \_\_\_\_\_

Statutory Review Frequency: Annual

Approved by: Finance Committee