



## **Lark Hill Nursery School Charging Policy (updated Sept 2017)**

The 1988 Education Reform Act requires that all schools should have a “charging policy” which is published and given to all parents / carers.

### **Funded sessions**

The Act states that education must be free from charge if it takes place in school sessions. These are the “funded” places which we offer to some two year olds (if their families are eligible) and all three and four year olds, from the term after their 3<sup>rd</sup> birthday. Each eligible child is entitled to 15 hours of free Nursery education per week. Families have a choice of sessions between the hours of 8am and 3:30pm

Some families of 3 & 4 year olds may be eligible for up to 15 hours more (making 30 hours in total per week).

### **Voluntary School Fund**

Parents/carers may also make voluntary contributions to our School Fund, which is used to pay for additional activities at nursery including:

- Ingredients for cooking
- Celebrations (including making a cake with your child for their birthday)
- Snacks
- Small visits and / or part of the summer family trips



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The Act places no restriction upon the level of contribution by parents, or upon the use of these contributions except that they should be used "for the benefit of the school in respect of an activity". The School Fund is audited by an accountant and monitored by the Governing Body who emphasise "there is no obligation to contribute and no pupil will be treated differently if parents/carers choose not to do so".

**We suggest £5 for a half term as a voluntary contribution to the school fund.**

If an activity cannot be funded without voluntary contributions, this would be made clear from the outset. It would also be made clear that the activity/visit may not take place if parents/carers were reluctant to support it.

### **Paid-for regular sessions**

Families can pay for sessions for their 2 year old child - from the term after their second birthday - if they do not qualify for a funded place (although we require a minimum of 2 sessions a week to help their child settle). Parents can pay for additional sessions (over and above their child's funding) if we have places available.

If families require sessions regularly they need to commit to a regular paid-for place for an entire half term, whether it is used or not, as our staffing will have to be arranged in advance.

**Please note that there will be no refunds for sessions or parts of sessions missed due to illness.**

Parents will be invoiced at the start of each half term (or when their child starts if it is mid-term) for their child's place. Payment can be by lump sum or instalments. We ask that the payment is made within two weeks of the invoice date please, unless a different payment plan has been arranged. **If this does not happen the paid for place will be removed and may be allocated to another family.**

Prices for these sessions are £4.00 per hour for 3 & 4 year old children, and £4.20 per hour for 2 year old children (until the term after their third birthday). This is due to the different staffing ratio for each age group. The charge is reviewed annually by the Governing Body.



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In summary:

Place	Hours	3 & 4 year olds	2 year olds
Early nursery	8:00 – 8.30 or 8:30 – 9:00 or 8:00-9:00	£2.00 £4.00	£2.10 £4.20
Morning or afternoon	8:30am – 11:30am or 12:30pm – 3:30pm	£12.00	£12.60
Lunchtime	(12:30 – 1:30pm)	£4.00	£4.20
Full day	9:00am – 3:00pm	£24.00	£25.20

### One-off extra bookings

We understand that parents will sometimes need to book their child into nursery for a one-off extra session, for example because of family illness or a school event for a sibling. In this case, parents can book a place for their child (subject to availability) at the same rates as the paid-for sessions. Full payment is due at the time of booking and refunds will only be given if we receive at least a week's notice of a cancellation of a booking.

### Meals

Children who attend over the lunch hour have the choice of bringing a packed lunch, or opting for a school dinner. **Hot meals are provided at a cost of £2.20 per day.** These can be booked on a regular basis, or chosen each day. We need to know whether a child will be having a packed lunch or school dinner by 9.30am each morning at the latest, and we ask for meals to be paid for in advance.

### Whole Nursery Family Trip

Each May we invite families to join us for a trip - which could be to a beach, a farm or a zoo. We aim for it to be a family trip and ask for a contribution towards the cost of entry and the coaches. We keep prices as low as possible as we want to ensure all children benefit from this valuable experience.



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### Criteria for allocating paid-for places

Some of sessions are especially popular. We want the places to be available for all but are also aware that some families depend on the sessions to support their regular commitments. To ensure that all families are treated fairly we have devised a priority criteria list for allocating places for extended funding and for the popular paid-for sessions.

The criteria used to allocate **paid-for places** are :

- a) Children who are accessing their 15 hours free entitlement and
  - 1) have fully settled into the place.
  - 2) regularly need more than 3 paid for sessions a week.
  - 3) their family need them to have the place so they can access work or training
  - 4) their family is experiencing significant extra pressures (after discussion with the Headteacher)
  - 5) their family would like them to access the additional sessions.
- b) Children who have just turned 3, but are not yet eligible for funding and their family would like them to access the additional sessions.

The criteria used to allocate **extended funding places** are :

- 1) Children who currently attend the setting and request the full 15 hours of extended funding.
- 2) Looked After Children and children with identified Special Education Needs And Disabilities.
- 3) Children who live closest to the setting, or have regular childcare closest to the setting (using a straight line measurement) and request the full 15 hours of extended funding.
- 4) Children who live closest to the setting, or have regular childcare closest to the setting (using a straight line measurement) and request less than 15 hours of extended funding.

We are always keen to hear your thoughts about the criteria identified and we will continue to review and update them annually based on your feedback.



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