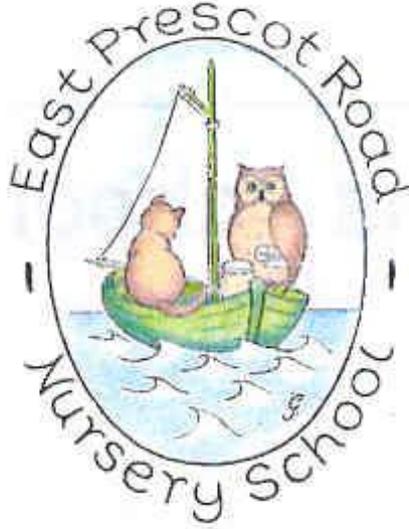


East Prescott Road Nursery School



Charging and Remissions Policy

Reviewed: September 2025
Next Review: September 2026



Introduction

We believe in open communication between parents and staff. This Charging and Remissions Policy ensures you are fully aware of our charging structure.

Relationship with other school policies

The policy complements the school's Single Equality Policy, SEND Policy, Teaching and Learning and Development Policy and School Fund Account Policy.

Roles and Responsibility of Headteacher, Governors and other staff

The Headteacher will ensure that the following applies:

During the school day all activities that are planned as part of the Early Years Foundation Stage curriculum will be provided free of charge. This includes any materials or equipment to support learning and development.

Voluntary Contributions

Parents may be asked for a Voluntary Contribution towards the cost of provisions that cannot be paid for from the school budget, for example:

- Any activity which takes place during school hours e.g. to subsidise cost of transport to the Museum.
- General school fund contributions

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Occasionally we may invite a non-school based organisation to provide a service / activity during the school day, for example theatre companies, again a voluntary contribution may be requested.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Extended Provision Fees

There are charges for any provision accessed over the 30 hours entitlement. Fees for the 2025/26 school year are detailed below:

Session	Times	Funding	Fees
Breakfast Club	7.45am – 8.15am	Chargeable	£5.50
Wednesday PM Session	11.15 – 3.00pm	Chargeable	£24.00
After School Club Option 1 (M-F)	3.00pm - 4.30pm	Chargeable	£8.00
After School Option 2 (not available on Fridays)	3.00pm – 4.45pm	Chargeable	£10.50
Full Day if not funded for 30 hours	8.15am – 3.00pm		£24.00



All extended provision payments can be made directly into the school's bank account and we request you reference your child's name when making a payment.

Bank: Lloyds
Account name: LCC East Prescott Road LEA Nursery School LMS A/C
Sort Code: 30-95-11
Account Number: 02187893

All fees are payable on a monthly basis in advance, and you must ensure that your account is kept up to date. If fees have not been paid promptly, we have the authority to suspend your child's place until payments have been made. If you are having difficulties with making payments, please speak to the School Admin Manager as soon as possible.

Fees will be refunded/amended if school and/or extended provision is closed for any reason. There will be no charges for normal school holidays. Term Dates can be obtained from the office and are also available on our school website.

Refunds will not be given if your child is absent due to illness or if holidays are taken during school term time.

Late Pick Up Fees

If your child is late being collected, there will be an additional charge, these charges will take effect from 3.05pm onwards if you have not made arrangements for your child to attend After School Club. The late fee is £5.00 for every 15 minutes after 3.05pm

If your child attends for morning session and is picked up late, late charges will be levied from 11.20am.

You will also incur charges of £5.00 per session if your child is late being picked up from After School Club, in addition to the charge for the arranged session. These will take effect from 4.45pm, in all circumstances. Failure to pay late fees will result in your child's place being suspended.

Changes to Extended Provision Session

Please ensure that you provide one full calendar month notice if you wish to make changes and/or discontinue your child's extended provision arrangements.

Remissions Policy

Where the parents or carers of a child are unable to meet any one of the charges the school may make they can apply in confidence to the Headteacher for the remission of charges in part or full. The Headteacher, in consultation with the finance and resources committee, will make authorisation of remission.

Parents or carers should contact wraparound@eastprescotroadnursery.co.uk to discuss payment concerns.

Arrangements for monitoring and evaluation

The Governing Body will monitor the impact of this policy by monitoring on an annual basis those activities that resulted in charges being levied.

Review and Approval

This policy will be formally approved and minuted by the Full Governing Body on an annual basis and be made available on the school's website.



To be completed/ by parent/carer and returned to school

I have received the Charging and Remissions Policy and agree to pay extended provision charges as stated.

Child's name: _____

Parent's name: _____

Signed: _____

Date: _____