



Policy for Charging - Nursery



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1. Aims

Our Trust aims to:

- Have robust, clear processes in place for charging
- Clearly set out the fees that we charge and when charges will and will not be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. It's also based on guidance from the DfE on trusts. This policy complies with our funding agreement and articles of association.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The Board of Directors

The Board of Directors has delegated overall responsibility for approving and monitoring the Nursery Charging Policy to the Chief Executive Officer.

4.2 The Chief Executive Officer

The Chief Executive Headteacher is responsible for ensuring staff are familiar with the Nursery Charging Policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Trust Central Team of any specific circumstances which they are unsure about or where they are not certain if the policy applies

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the Nursery Charging Policy.

5. Where charges cannot be made

- Children are entitled to a funded place for 15 hours per week from the term after their third birthday. Funded sessions are available from Monday to Friday during term time.
- Some children will be eligible for 30 funded hours from the term after their third birthday. There are eligibility criteria that is provided by the government (see our frequently asked questions at the end of this policy). The Nursery staff will support parents in finding out about whether they qualify for this offer.
- We are able to accept childcare vouchers for chargeable sessions. These are through Edenred. Further information on how to access this can be found at the academy office:

Greenpark Academy	office@greenpark.norfolk.sch.uk 01553 772018
Reffley Academy	office@reffley.norfolk.gov.uk 01553 671045

6. Where charges are made

- Extra sessions/days outside of your funded hours are charged at: -
 - September 2023 – March 2025 - £4.75 per hour
 - April 2025 – March 2026 - £5.00 per hour
- Parents will only be invoiced for those sessions not covered by the free nursery entitlement.
- School lunches are charged at £2.65. Lunches must be paid for in advance, preferably on the Pupil Asset Parent App or in cash at the academy office. Home packed lunches must be provided if there are not sufficient funds available on your account.
- The Nursery reserves the right to impose charges for late collection of children up to £4.00 for every 15 minutes, to cover the additional staff costs incurred.

7. Voluntary contributions

These are sometimes requested to cover the cost of snack, trips and special events organised to enrich the delivery of the curriculum. There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

8. Payment

Payment must be made in advance, on receipt of invoices which will be raised at the beginning of each half term/month (as appropriate). Payment is via cash or Stripe.

9. Late payment fees/debt collection

In cases where payment is late without prior arrangement, a child's place will be terminated for chargeable sessions (funded sessions are unaffected). Any outstanding debts will be pursued through the small claims court.

10. Remissions

Should the Nursery be closed for reasons beyond our control, you will not be charged for the sessions affected.

11. Review arrangements

Hourly fees will be reviewed annually by the Trust Central Team. Parents will be given a term's notice of any increase in charges.

Appendix 1 - Frequently asked questions (FAQ)

Question	Answer										
Who can access Nursery hours?	All 3 to 4 year olds can access a free nursery place for 15 hours a week for 38 weeks of the year (term time)										
Are more hours available?	Some 3 to 4-year-olds are eligible for 30 hours per week. Check if you're eligible and find out how to apply.										
What happens if I am not eligible but I would like more hours for my child?	If you would like to increase your sessions, additional sessions can be booked. There is a charge of £4.75 per hour above the 15 funded hours (up until March 2025; £5.00 per hour from April 2025).										
When will the hours stop?	The hours stop when your child starts in reception class (or reaches compulsory school age, if later)										
When can my child start?	Hours can be accessed from the term after your child's 3rd birthday.										
How do I book a place	Complete a booking form which can be obtained from the academy office or speak to a member of the office staff.										
What are the Nursery opening times?	<table border="1"> <thead> <tr> <th>Session</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Breakfast session</td> <td>8.30am – 9.00am</td> </tr> <tr> <td>Morning session</td> <td>9.00am - 12.00 noon</td> </tr> <tr> <td>Afternoon session</td> <td>12.00 noon – 3.00pm</td> </tr> <tr> <td>Full day</td> <td>9.00am - 3.00pm</td> </tr> </tbody> </table> <p>The nursery is open during term time and is closed for teacher training days.</p>	Session	Time	Breakfast session	8.30am – 9.00am	Morning session	9.00am - 12.00 noon	Afternoon session	12.00 noon – 3.00pm	Full day	9.00am - 3.00pm
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Can I cancel my sessions?	The cancellation of the 15-hour free entitlement sessions can be made at any time. Notice of a week is required for cancellation of additional top-up hours. Over payments will be reimbursed.										
Can I add an extra unplanned session?	Ad hoc, additional sessions/hours can be booked through the academy office. The Trust Central Team will add this cost on to your next invoice.										
What happens at lunchtime?	Your child can have a school lunch (cost £2.65 per day) or bring a packed lunch. We ask that lunchboxes do not contain any sweets, glass bottles, chocolate or fizzy drinks.										
Who can collect my child from Nursery?	Please always let the Nursery know who will be collecting your child.										
Additional information	Nursery is offered within the national parameters – <ul style="list-style-type: none"> no session is longer than 10 hours no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register) 										

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| | <ul style="list-style-type: none">• not before 6.00am or after 8.00pm• a maximum of two sites in a single day• Early Education is offered to families for 38 weeks of the year. The funded hours can be claimed (to the maximum available 15/30 hours depending on eligibility)• The academy will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours. |
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