



Holly Park School

Charging for Extended Nursery Provision Policy

1 Aims and Objectives

- 1.1 To set out charges and systems that will be made for extended day provision in the Nursery
- 1.2 To maintain the right to 15 hours free nursery education per week
- 1.3 To increase the school's Nursery provision to include sustainable cover beyond the free entitlement at an agreed and transparent cost for parents and carers

2 Responsibilities

- 2.1 The Governing Body of the school is responsible for determining the content of the policy. This is delegated to the Finance Committee.
- 2.2 The Headteacher is responsible for implementing the content of the policy. Any determinations with respect to an individual parent or carer will be considered jointly by the Headteacher and the Finance Committee, or the Staffing and Pupil Welfare Committee where appropriate.

3 Charging Principles

- 3.1 No charges will be made for free entitlement of 15 hours nursery education per week
- 3.2 No charge can be made for any educational or related activity that takes place within the hours of the free entitlement. Although there is no obligation on any family to pay, the Governors reserve the right to request voluntary contributions for the following:
 - 3.2.1 Activities during school hours including visiting theatre groups, day visits and school journeys. The contribution requested will not exceed the cost of the provision as no pupil should subsidise any other pupil
 - 3.2.2 The cost of materials, ingredients, (or the provision of them by parents/carers) for the following subjects e.g. art and crafts, needlework or cookery etc when there is a finished product and the parent has indicated in advance that they wish to own the finished product. It will be the responsibility of the parent to let the school know that they do not wish to own the end product where the request for ingredients or materials are made
- 3.3 Charges will be made for services beyond the free entitlement, including lunchtime provision, additional half day and breakfast club and after-school club will according to the following principles. These are termed optional extras. The consent of parents and a willingness to meet extra charges will be sought before any bookings are finalised
 - 3.3.1 All 3 and 4 year old children are currently entitled to attend nursery for 15 hours each week without charge from the beginning of the term after their 3rd birthday

- 3.3.2 Some parents/carers may wish to take advantage of our breakfast, lunch/ full day and tea-club nursery provision for their children. In providing such education and care, it will be necessary for these places to be self financing. Therefore a charge will be made for each breakfast, lunch and full time session attended by the child. The cost per session is reviewed regularly and may be subject to change to reflect changes in staffing and resource costs. Information about changes and costs will be given to parents/carers at least half a term in advance of the change.
- 3.3.3 An invoice will be sent each half term to all families who access the extended provision. If payment is not received within 2 weeks of parents receiving the invoice the school has the right to withdraw the service.
- 3.3.4 Whilst a staggered settling in process may be needed by many children, charging starts from the first day a child begins their extended day session.
- 3.3.5 If parents wish to discontinue with an extended service they are required to give a minimum of one month's notice to the school.
- 3.3.6 The extended day service at Holly Park Primary School must be sustainable and to this end the charges in Appendix A will apply.
- 3.3.7 It is expected that parents will pay these fees from their own income, although families are entitled to apply for benefits and child tax credits which help with the cost of child care.
- 3.3.8 On successful application for extended day care, parents are issued with an agreement, detailing fees payable and the conditions of the service. Please see Appendix B attached.
- 3.3.9 The fees for extended day are still payable if the child is sick or absent for any other reason, however lunch cost is carried over.
- 3.3.10 No occasional sessions will be offered, and sessions can not be swapped
- 3.4 Due to the requirement upon the school to offer the free Nursery entitlement to all qualifying children, there will be an application process for the extended provision. The number of available places will be regulated by the Governing Body, in consultation with Local Authority advice. Unsuccessful applicants will be offered the opportunity to remain on a waiting list for the paid provision
- 3.5 Paid for places are allocated to the same criteria as for Nursery admissions (see Appendix C), although current members of the school's staff will have some priority. Parents are invited to state a preference for particular sessions, but this cannot be guaranteed as the number of places is dictated by statutory ratios
- 3.6 Paid for places (breakfast, lunch, after school club and paid for sessions) still need to be paid for even if the school is closed due to exceptional circumstances e.g Snow, strikes, adverse weather, lack of heat/water, fire, the need for a deep clean or a national crisis. In these circumstances payments will still need to be made as staff need to be paid and heating and lighting etc still need to be paid for.

4 Monitoring

- 4.1 This policy is monitored on a day-to-day basis by the Headteacher, who reports to governors about its effectiveness. This responsibility has been delegated to the Finance Committee

Document Control

Revision History

Version	Revision Date	Revised By	Revision
1.0	Spring 2015	Finance Committee	Reviewed
1.1	Spring 2016	Finance Committee	Reviewed
1.2	Spring 2017	Finance Committee	Reviewed
1.3	Spring 2018	Finance Committee	Reviewed
1.4	Spring 2019	Finance Committee	Reviewed
1.5	Spring 2020	Finance Committee	Reviewed

Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		
Chair of Governors	Tim Graveney		

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Date for next review
Spring 2021

