

Early Years Foundation Stage (EYFS) Nursery Charging and remissions policy

Portsmouth Primary School and Early Years



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1. Aims

Portsmouth Primary and Early Years Nursery aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will 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 449-462 of which set out the law on charging for school activities in England.

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 governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

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

The Nursery will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Government Funded Nursery Sessions

5.1 Nursery government funding for 3-4 year olds to attend nursery or childcare

The term after they are three, children are eligible for 15 hours government funding for Nursery places. At Portsdown Primary School, Nursery this can be used during **school term time** only. The Nursery is closed for 5 school inset training days a year.

If parents/carers wish their child to attend for more than 15 hours at Portsdown Nursery they can increase the time in accordance with the Nursery pricing structure. (See section 6 – **What we can charge for**)

5.2 Funding for working parents of 3 and 4 year olds to attend nursery or childcare

The Government provides additional support with childcare fees for working families. If a child is three or four years old and both parents are working at least 16 hours per week, or a lone working parent is working at least 16 hours per week, then an additional 15 hours funding may be available. This may provide a total of 30 hours funding.

Parents/carers must reconfirm this each term or funding will cease.

Further information is available for parents/carers can contact HMRC Childcare Choices:-

0300 1234 097 or <https://www.childcarechoices.gov.uk/>

5.3 Funding for 2 year olds to attend nursery or childcare

Some families may be entitled to funding for two year olds if the family is on a low income, they may be entitled to 15 hours government funding for a Nursery place

For more information parents/carers can contact Portsmouth City Council on:-

23 68 8830 or [2 year old funding](#)

In order to use 2 year old funding for a Nursery place at Portsdown, Parents/carers must provide the following evidence:

Evidence of agreement and eligibility code from Portsmouth City Council for funding for two year olds

6. Nursery fees information- where charges are made

- Fees are charged at a £5.50 hourly rate for children not in receipt of Government Funding. Allowances are made for parts of an hour
- All Fees **are payable at the beginning of each month in advance of booked sessions** by cheque or cash or electronically through ScoPay (see appendix 1)
- **Childcare vouchers are accepted**
- **Information on Tax Credits can be found online at:- [help with childcare costs](#)**
Telephone:- 0345 300 3900
- Reductions are made for families booking sessions for more than one child. 10% for second child, 5% for each further child.
- Charges will apply if a child does not attend booked sessions.
- We offer term time provision only. (Excluding bank holidays and 5 school inset days).
- We provide before school care during hours of 7.45 to 9 a.m. for nursery children dependent on the viability of numbers of children attending. This must be booked and paid for **at the beginning of each month in advance of booked sessions** by cheque or cash.or through ScoPay.
- Due to staff ratios and numbers of children attending we do not provide flexible Nursery provision to meet needs of families with shift rota of working.

6.2 Procedures for the Non-Payment of Nursery fees

- Fees **are payable at the beginning of each month in advance of booked sessions** by cheque or cash or electronically through SCOPAY
- Fees not paid by the first of each month will result in Nursery sessions being stopped until payment is recovered. Continued arrears of £50 plus will be referred to Portsmouth City Council who will actively seek to obtain reimbursement.
- In extenuating circumstances, a payment plan can be established with Portsdown Primary School finance to ensure fees are paid as quickly as possible. Failure to abide by this payment plan will result in reimbursement of fees being actively sought by Portsmouth City Council.
- **For fee paying families any continued non-payment of fees will result in the child's nursery place being withdrawn.**

7. Where charges cannot be made

We will not charge for snacks during mid- sessions in nursery

We will not charge fees on days for which **we cannot deliver our service** of Nursery education and care, this includes 5 school training days (INSET days).

We will not charge if there is a barrier to accessing childcare based on Government guidance or the law for example if by law people in England are required to self-isolate or if a child has been contacted by NHS Test and Trace for the period required.

8. Voluntary contributions

As an exception to the requirements set out in section 6 of this policy, the Nursery is able to ask for voluntary contributions from parents to fund activities during Nursery hours which would not otherwise be possible.

Some activities for which the Nursery may ask parents for voluntary contributions include: e.g. nursery trips, sports activities, parties

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.

If the Nursery is unable to raise enough funds for an activity or visit then it will be cancelled.

9. Additional circumstances we charge for

The nursery will charge for the following:

- Late collection of children will incur a further charge of £5.00 for every 15 minutes.
- Non- attendance at nursery for sessions booked for illness or any absence as staff costs will be the same.
- If notice of 4 weeks is given for holidays a retainer of £20 will be payable. We cannot offer a retainer of £20 unless you have given 4 weeks' notice.
- If we do not receive 4 weeks' notice for a holiday period you will be required to pay full fees whilst your child is absent on holiday.
- If books or equipment are borrowed and are not returned to nursery or damaged, we may make a charge for replacement.
- If a child is over 2 years of age and attends all day parents/carers may purchase a hot meal for their child. Prices available on request.

10. Remissions

In some circumstances the Nursery may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question. On days where due to unforeseen circumstances that **we cannot deliver our service** of Nursery education and care, we will refund monies paid for fees.

11. Monitoring arrangements

Together with the school finance officer the Nursery Manager and Deputy Managers monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by every year by Nursery Manager and Deputy Managers

At every review, the policy will be approved by the Headteacher and governing body.

Appendix 1

Making payments electronically through SCOPAY

SCOPAY allows parents, guardians or carers to make payments by credit or debit card for school purchases.

Portsmouth primary offers the availability to pay for school dinners, book bags, future trips and nursery fees.

Parents, guardians or carers can access Scopay by visiting [SCOPAY.com](https://scopay.com) or by downloading the [SCOPAY app](#).

Once a child has started at the school/Nursery an individual link code will be created for them which is available from the school office. The code will be required to set up the account, adults can also link other children who attend the setting to create one account allowing one payment to be spread across multiple children's accounts.

Parents, guardians or carers can find help via our web page by clicking a hyperlink which takes them to a video help pages and FAQ's

<http://scopay.atlassian.net/wiki/spaces/SCOPAY/overview>

Appendix 2

Important facts parents/carers about Nursery fees

- Late collection of children will incur a further charge of £5.00 for every 15 minutes.
- There can be NO fee reductions for illness or any absence as staff costs will be the same.
- Any unpaid fees will be followed up and sessions cancelled if fees are not paid.
- Any debts not paid will be recovered through Portsdown Primary School and Early Years.
- If fees are not recovered they will be referred to Portsmouth Local Education Authority for debt recovery.
- If notice of 4 weeks is given for holidays a retainer of £20 will be payable. We cannot offer a retainer of £20 unless you have given 4 weeks' notice.
- If we do not receive 4 weeks' notice for a holiday period, you will be required to pay full fees whilst your child is absent on holiday.
- You must give four weeks written notice if you wish to close your child's place at Nursery.
- We accept Childcare vouchers.
- Information on Tax Credits can be found online at:- <https://www.gov.uk/help-with-childcare-costs/tax>- Telephone:- 0345 300 3900