

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

Portsmouth Primary School and Early Years



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1. Aims

Portsmouth Primary School and Early Years 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.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

This policy refers specifically to the nursery provision at the school.

2. Legislation and guidance

This policy is based on advice from:

- The department for Education (DfE) [Early Education & Childcare Statutory Guidance 2026](#)
- 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 Headteacher

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

To find out if you are eligible for free childcare, a parent/carer should visit:

<https://www.gov.uk/free-childcare-if-working/check-youre-eligible>

The amount of free childcare you can get depends on:

- your child's age and circumstances
- whether you're working (employed, self-employed, or a director)
- your income (and your partner's income, if you have one)
- your immigration status

You will not be eligible if either:

- your child does not usually live with you
- you or your partner have an expected [adjusted net income](#) of over £100,000 in the current tax year

5.1 Nursery government funding for children to attend nursery or childcare

From September 2025, eligible parents of children aged nine months and above will be able to access 30 hours of funded childcare from the term following their child turning nine months.

At Portsdown Primary & Early Years, funding can be used after your child has turned 2 years of age, during **school term time** only. The Nursery is closed for 5 school inset training days a year and these will match the main school's INSET days. These are published on the school's website before the start of the school year.

If you're working

You can usually get free childcare for working parents if you (and your partner, if you have one) are:

- in work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave

If you're not currently working

You may still be eligible if your partner is working, and you are on [carer's leave](#) or if you get any of the following:

- Incapacity Benefit
- Severe Disablement Allowance
- Carer's Allowance
- Limited Capability for Work Benefit
- contribution-based Employment and Support Allowance

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

Further information is available for parents/carers by contacting HMRC Childcare

Choices:- 0300 1234 097 or [Best Start In Life](#)

6. Nursery fees information- where charges are made

- Fees are charged at a £6.75 hourly rate for children not in receipt of Government Funding. Allowances are made for parts of an hour.
- Itemised invoices are sent out on the 14th of each month in advance through the child's Tapestry account, to provide parents 2 weeks' notice of payments required.
- All Fees **are payable at the beginning of each month in advance of booked sessions** 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 the second child, and 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 the hours of 7.45am 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** through ScoPay.
- Children who are 3 or over are, however, able to access the after-school provision from Farlington Wraparound. The details of the service they provide can be found on the school's website and provides after school care up to 6pm.
- Due to staff ratios and numbers of children attending, we do not provide flexible Nursery provision to meet needs of families with a 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** 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).

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: 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 £6.75 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 the nursery or damaged, we may make a charge for replacement.
- If a child 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 Manager monitors charges and remissions and ensures these comply with this policy.

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

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** 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 £6.75 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 and 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