

# Chelwood Nursery School

## Charging policy

This Charging policy has been drafted with reference to the DfE guidance and regulations published in 2018:

### Charging for school activities – May 2018

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf) (May 2018)

### Early Years entitlements - operational guidance for local authorities and providers – June 2018

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/718181/Early\\_years\\_entitlements-operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf)

## Statement of general policy on charging for school activities

Chelwood Nursery School, is a Maintained Nursery School and offers funded entitlements for 2, 3 & 4 year olds.

The 15 hours free early education for 3 & 4 year olds is described as the **universal entitlement**.

The 30 funded hours for working parents is subject to eligibility and is described as the **extended entitlement**.

The 15 hours universal entitlement and 30 hours extended entitlement *is free at point of delivery* and as such the Governing Body of Chelwood Nursery School makes no charge for admitting children to the school under the Local Authority admissions procedures, the term after their third birthday.

The school does not charge for any activities, which take places within a child's free early education entitlement time.

No charges are made for materials, equipment, and transport provided in free early education entitlement time, or by the school to carry children between the school and an activity e.g. in the event of an offsite school trip.

The governing body also provides community services and facilities on the school's premises e.g. 'Play with me' baby and toddler group.

## The 'universal entitlement' for 3 and 4 year olds (15 hours)

Chelwood Nursery School, is a Maintained Nursery School and provides 15 hours universal entitlement for 3 and 4 year old children, the term after their 3<sup>rd</sup> birthday.

No charge is made for this service as it is funded under the Government Free Entitlement scheme and

is free at the point of delivery.

<https://www.lewisham.gov.uk/myservices/socialcare/children/childcare/Help-with-childcare-costs/freechildcare/Pages/15-hours-of-free-early-education-for-three--and-four-year-olds-.aspx>

## **Extended entitlement - 30 funded hours for eligible working parents**

Chelwood Nursery School offers a limited number of places for children eligible for the 30 funded hours for working parents.

No charge is made for the 30 hours as it is funded under the Government Free Entitlement scheme and is *free at the point of delivery*.

The 30 funded hours can be used towards a full time place at Chelwood Nursery School which is 32.5 hours week (9.00am -3.30pm). The additional 2.5 hours is paid as a supplementary fee permitted under the operational guidance.

## **Refundable deposit**

In line with the Early years operational guidance 2018, when a nursery place is offered, and accepted by parents, a refundable deposit will be charged by the school to secure the place. This deposit will be refunded after the census date of the term the child starts in the nursery school e.g. for a child starting in September the deposit will be refunded in the week of October (Census/ headcount day being the first Thursday in October). The deposit will be retained if the family do not take up the place. Deposits may be retained to offset supplementary fees or additional hours payments as agreed with parents.

## **Early education grant for two year-olds**

Chelwood Nursery School offers a limited number of places under the Early Learning Grant for 2 year-olds.

<http://www.lewisham.gov.uk/myservices/socialcare/children/childcare/Help-with-childcare-costs/Pages/Free-entitlement-to-early-education-for-two-year-olds.aspx>

Where a child is eligible for the **2 year old Early Learning Grant**, and eligibility has been established, **these** children will be prioritised above fee paying places, in the admissions process where there are available places.

No charge is made for this service as it is funded under the Government Free Entitlement scheme and is *free at the point of delivery*

## **Supplementary fees, additional hours & paid places**

The Governing Body of Chelwood Nursery School is permitted to charge for any additional hours used by the child/family, over and above the 15 hours universal entitlement or the 30 hours extended

entitlement.

Where there are nursery places available, after the application list has been exhausted, these places may be sold as paid places(FEEE) for the fee agreed by the Governing Body.

The Governing Body of Chelwood Nursery School will charge for additional hours used by the child/family in line with the following:

- As a maintained nursery school, the Governing Body, will prioritise the offering of free entitlement places where children are eligible and on the school application list.
- Free entitlement places will be offered according to the schools admissions policy laid down by the Local Authority.
- The Headteacher has discretion over the balance of eligible\* 2 year olds, and 3 and 4 year olds and the ratio of part-time and any full-time places offered.
- Available places that might otherwise be unfilled by following the admissions process (e.g. when all eligible applicants have been offered), can be offered for a fee.
- Additional **top-up** hours to create a full time place will be charged for at a termly rate agreed by the governing body in blocks of 17.5 hours, with the expectation that families will commit to the purchase of that 'place' from start of the term (or half term where a child is admitted mid-way through the term) until the end of that term or until their free entitlement commences. This may occur only where a place is available, and where the school can accommodate additional full time children.
- **Part-time fee-paying places for 'rising threes'** - (15 hours morning or afternoon), may be offered where the child will have their 3<sup>rd</sup> birthday, in that term, but is not yet eligible for the Free Entitlement. e.g. a child whose 3<sup>rd</sup> birthday is on 7<sup>th</sup> September would be eligible for the 15 hours Free Entitlement, from the following January.
- In line with government policy for maintained nursery schools, priority will be given to low income families e.g. **2 year old Early Learning Grant** - where a child is eligible, and eligibility has been established, these children will be prioritised above fee paying places, in the admissions process or Low income families prioritised in the allocation of 15 & 30 hours places.
- The fees charged will be set by the Governing Body for the term. This will ensure the school can budget effectively, and maintain services whether the places are free entitlement places or fee paid places. The school will maintain its commitment to provide as many Free Entitlement places as possible.
- The school and Governing Body will monitor the impact of paid places on the quality of provision and delivery of the EYFS ratios and equality of access to the school.

- Payment as a 'retainer' to secure a place prior to the child's taking up the place is not possible, and would only be considered by the Governing Body in exceptional circumstances where the place might otherwise remain empty. The school remains committed to ensuring the all school's places are filled enabling children to access the early childhood education provision available. Retainer fees would only serve to block another child's access to this public resource.
- All charges should cover the full cost of the provision but not make a profit.

### **Extended Services - wrap around care, out of school hours**

Where the school provides additional services, outside of the normal free entitlement sessions and school day, the fees payable for each services will be detailed in the places and in the scale of charges.

### **Late pick up fees**

A late fee will apply if a child is not collected on time at the end of the session - outside of the agreed school hours or the contracted hours. i.e.

- 12.00 noon for morning children after the morning session ends
- 3.30pm for full time or afternoon children after the afternoon session ends
- 6:00pm for children attending the After School Club

Late pick up of a child, can negatively impact on the child's wellbeing, and the ability of staff to carry out their duties. The late fee is explained in the contract.

### **Wrap around care out of school hours**

Where the school provides additional services, outside of the normal free entitlement sessions and school day, in support of families the fees payable for each services will be detailed in the places and in the scale of charges.

### **Voluntary Contributions**

Chelwood Nursery School invites parents to make voluntary contributions to make school funds go further. Parents are invited to make contributions to support the following, 'Healthy snacks', the provision of a school book Lending library and Activity Packs for Home lending library.

In line with government regulations parents are advised that:

- All contributions are voluntary,
- Children of parents who do not contribute will not be treated any differently, no pupil may be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind.
- these activities cannot take place without some help from parents, and where there are not enough voluntary contributions to make these activities possible, then these activities will be cancelled.

### **Education outside school hours - 'optional extras'**

The Governing Body of Chelwood Nursery School may charge for activities that happen wholly or in

partly outside school hours. These activities may be charged for as 'optional extras.' Charges for these activities will be made to cover the actual costs of the activity taking place. This may include the cost of renting space for the activity to take place, entrance fees to a venue, professional fees of a service provider, transport costs for traveling to the activity. In the case of a trip to the theatre charges would cover the actual cost of transport to the theatre and the cost of the tickets. The permitted charge may include an allowance for the costs of teachers from the school who supervise the activity.

Where a charge is made for each pupil, this will not exceed the actual cost. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising.

Hardship cases: Families whose children qualify for Free School Meals may qualify for help with the cost or may get it free.

**Policy reviewed and agreed September 2018**

**To be reviewed annually**

## Charging Policy - Appendix A

### Scale of charges:

Fees based on cost of £10 per hour Termly and half termly rates do not include INSET days or Bank holidays.	
<b>Autumn term 2019</b>	Fee £
Nursery place 15 hours Autumn term 2018 (14 weeks)	2100
Nursery place 15 hours per half term Autumn 2018 (8 weeks)	1200
Top-up to include lunch and full school day in addition to 15 hours per term (14 weeks)	2520
Top-up to include lunch and full school day in addition to 15 hours per half term (8 weeks)	1440
<b>Spring Term 2020</b>	
Nursery place 15 hours Spring term 2019 (12 weeks)	1800
Nursery place 15 hours per half term Spring 2019 (7 weeks)	1050
Top up to include lunch and full school day in addition to 15 hours per term (12 weeks)	2160
Top up to include lunch and full school day in addition to 15 hours per half term (7 weeks)	1260
<b>Summer term 2020</b>	
Nursery place 15 hours Summer term 2019 (12 weeks)	1800
Nursery place 15 hours per half term Summer 2018	1050
Top up to include lunch and full school day in addition to 15 hours per term (12 weeks)	2160
Top up to include lunch and full school day in addition to 15 hours per half term (7 weeks)	1260
Refundable deposit for 15 hours place	25
Refundable deposit for a full time place (or to offset against additional charges)	300
Supplementary fee for provision outside of 30 hours 9 am-3:30pm school day – per week	30
Pre-arranged later collection ie. by 4pm – paid per session	6
Late fee - £6 for the first 10 minutes and then £9 for every 10 minutes thereafter.	
Breakfast Club 8-9am – paid per session	5.50
After School Club - paid per session	13.00
After School Club - paid per week (discounted)	55.00
Lunchtime in addition to 15 hours place per week (5 days)	45

## Charging Summary

This section clarifies statutory guidance and provides information on charging, which providers may want to consider. Local authorities are responsible for ensuring that all eligible children can take up their free entitlement place free of charge and that providers' charging policies enable this.

### Meals, consumables and additional activities

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities. Parents can therefore expect to pay for any meals offered by the provider alongside their free entitlement. Parents can also expect to pay for other consumables or additional activities offered by the provider, such as nappies or trips. Where parents choose to purchase additional hours of provision, consumables or additional activities, this is a private matter between the provider and the parent. However, providers must offer alternative options for parents. This could include, for example, allowing a parent to bring in their own consumables or a packed lunch, where the meal offered is not suitable for children with specific dietary needs or the parent prefers a lower cost option. Providers should be mindful of the impact of additional charges on the most disadvantaged parents.

Children should be able to take up their free hours as part of continuous provision and providers should avoid artificial breaks in the day wherever possible. For example, the lunch time hour/session should form part of the free provision where the child is attending a morning and afternoon session. Providers may wish to offer additional hours around the free provision hours, as set out in the model below.

### Access to free places

Private, voluntary and independent providers are free to set their own criteria for the admission of children, providing they comply with relevant legislation on equalities and non-discrimination. However, for clarity, all parents should have the same rights to access a free entitlement place, regardless of whether they choose to pay for additional hours of provision, additional activities or meals. Whilst the child continues to take up the 30 hours' entitlement there should be no restrictions on that place e.g. parents should not have to reserve a place each term.

Providers should ensure that their admissions information is clear and accessible for parents, for example, by publishing the number of standalone 15 and 30 hours places they offer to enable parents to make an informed decision on where to take up their child's entitlement. Providers should ensure that they are completely clear and transparent about which hours / sessions can be taken as free provision and this should be consistent for all parents taking up free hours. Providers should also ensure they have clear invoicing structures in place for parents.

### Written agreement

Providers should have a written agreement with all parents that take up a free entitlement place. Annex A in the model agreement is an example of a written agreement and can be found on [gov.uk](http://gov.uk).

To ensure that parents can make informed decisions on their choice of childcare, providers should publish a statement of how they deliver the free entitlement and any additional charges for optional activities outside of the entitlement. This should set out clearly the charges for meals, additional activities or additional hours. Providers may wish to have a separate agreement for any additional hours, meals and/or optional activities, which clearly sets out for how long the parent has opted to pay the additional charges and the circumstances when the parent can opt out of paying the additional charges.

## Deposits

Providers can charge a refundable deposit to parents accessing the free entitlements for two year olds and the universal and extended entitlement for three and four-year olds.. The purpose of the deposit is to give providers certainty that a parent will take up the place. Local authorities should work with providers to determine a reasonable timescale for refunding deposits in full to parents. Local authorities and providers should make clear to parents that if a parent fails to take up their place, the provider is not obliged to refund the deposit. Local authorities can use their discretion to determine if charging a deposit will prevent take-up, for example, for the two year old entitlement for disadvantaged families.

## On-call services

As set out on page 26, childminders may offer a chargeable on-call service as part of their offer to parents. This service could include providing emergency childcare cover whilst the child is in another setting taking up free hours.

“Maintained nursery schools (MNS) have a particular focus on disadvantaged children and children with additional needs. Decisions about their involvement in the delivery of the 30 hours entitlement should be taken locally, but two points should be considered. First, the supplementary funding that is provided to local authorities to enable them to preserve MNS’ pre-Early Years National Funding Formula funding is based on the universal (first) 15 hours of provision. Second, any involvement in the delivery of the 30 hours entitlement should preserve MNS’s overall focus on the most disadvantaged. If an MNS cannot, or does not want to, offer the full 30 hours entitlement itself, we would encourage it to consider alternative ways of being involved in its delivery such as partnerships with nearby providers.” Operational guidance 2018