

St. Mary's Community Nursery School

Policy Documents

Charging, Billing and Payment Policy

The Education Act 1996, Section 451, states that 'schools are unable to charge for educational services during school hours'. In 2008, in response to the introduction of 2008, Cheshire West & Chester Council approved the decision for Maintained Nursery Schools to charge for EYFS provision outside the free entitlement. The delegated responsibility for deciding rates and charging policy falls to individual schools.

This policy sets out clear guidance for all charged for services at this school.

Extended Services

We currently provide extended services to help meet the need for childcare outside our core hours/educational sessions.

At St Mary's we run extended services in the following

- The Language Project
 - The school has a contract with the local Primary Care Trust to provide a number of Speech and Language Therapist sessions per year.
 - The school provides a trained Language Assistant for 22.2 hours per week to include administration.
 - The project screens all children with parental permission and any issues identified are addressed.
 - Parents are not charged for this service.
- Early Bird Club
 - Operating from 0815 to 0845
- Lunch Club
 - Operating from 1145 to 1230 – the lunch club is an essential part of the 30 hour provision.

Snack

The school asks parents for a contribution to cover the cost of providing snack. All children receive snack.

Any surplus is added to the School Fund. This is used to subsidise visits out of school or purchase equipment or resources.

The School Fund will be independently audited annually and the certificate presented to the Finance and Personnel Committee Governing Body for scrutiny.

Appendix 1 contains details of payments for 2019-20.

Payment

All payments are required in advance.

- Early Bird Club and Lunch Club are paid half termly in advance.
- Snack may be paid annually, or half termly.
- Additional EYFS hours will be invoiced half termly in advance.
- There is no charge for the Language Project

All payments are non-refundable:

In exceptional circumstances the Headteacher may grant a discount or refund.

Charges for the provision of additional sessions

The school provides additional hours to the EYFS outside the free entitlement depending on the number of children. The costs of any such provision will be set and agreed by the Finance and Personnel Committee in the Summer Term and approved by the full Governing Body for the start of the Academic Year in September.

It is the responsibility of Governors to ensure that the rate set covers the schools costs. Governors can vary the rates charged through the academic year to reflect costs. Parents must be given at least one months notice of any increase.

Notification of Charges

Charges for any services provided by the school are to be paid in advance.

Please note: A place that has been booked in advance must be paid for whether used or not.

The school will invoice parents for all services.

Late payment of any monies to school will incur an admin charge of £2.00.

Since January 2018 the school has had the facility to receive BACS payments.

Refunds

Fees are non-refundable. In exceptional circumstances the Headteacher has the discretion to overrule this.

Appendix 1

Charging for Extended Services for academic Year 2019-20

The following charges are set by the schools Governing Body and are reviewed annually in the Summer Term.

- EBC £3.00 per session
- Lunch Club £3.50 per session
- Additional Sessions £21.50 per day including Lunch Club

The charge applies to using the whole or any part of the session.

Early Bird Club users should arrive before 0835. Arrival after this time can lead to confusion with those arriving early for the start of session at 0845.

Appendix 2

Charges for the Provision of Snack for the Academic Year 2019-20

The charges for the provision of snack are as follows.

A list of the charges for snack is provided here for information only.

Snack is paid for half termly in advance .	
<u>15 Hours</u> Half Termly Payment (six half terms per year)	£12.00
<u>30 Hours</u> Half Termly Payment (six half terms per year)	£20.00