



## **Oxhill Nursery School Charging Policy**

### **Introduction**

At Oxhill Nursery School, children are entitled to 15 or 30 hours of free education during school hours. We do not charge for any activity undertaken as part of the Early Years Foundation Stage provision.

### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

We currently ask for a voluntary contribution of £1.00 for school funds per week; this enables us to provide quality snacks, baking ingredients and helps towards subsidising school trips. Every child receives all of these extras to the curriculum regardless of whether school fund contributions have been paid or not. All children are treated equally. If school fund is unpaid, we do not request payment. However, if we did not receive sufficient funding to cover the cost of extra activities we would have to stop providing this facility. The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to the farm,
- visits to the seaside
- visits to museum.

### **Out of Hours Extended Services**

All of our out of hours care in excess of the hours of free entitlement are provided through our extended services. This includes breakfast club and after school club. These services are not funded through the school budget - they are totally independent and have been set up to meet the needs of busy families. By keeping costs low we aim to offer a value for money/not for profit service but the wages of staff need to be covered by fees charged. For additional hours over the entitlement of 15/30 hours per week are charged at the following rates:

Attendance for 30 hours free entitlement will be enhanced by a weekly charge of £2 per child for "Super snack" the provision of juice and more substantial snack across the week. This is to be paid in advance via a BACS payment.

All childcare charges are currently £5 per hour (reviewed annually)

Child care vouchers may be accepted if arranged in advance

Term & Conditions (see appendix 1)

- Extra services must be booked and paid for in advance.
- Fees must be paid if children are absent in the short term. Long term arrangements can be made with the headteacher.
- 4 weeks notice should be given to withdraw any additional hours offered/required. Notice extends to both the parents and school.
- Failure by a parent/guardian to pay for additional hours will result in the additional hours being withdrawn.
- Details of debts will be forwarded to Durham County Council's legal Department for debt recovery action.

### **Statement of policy for School Fund**

The staff and Governors of Oxhill Nursery School keep a school fund solely for the benefit of the pupils. This fund is provided by the parents on a total voluntary contribution system. All money collected is paid into a school fund bank account.

We also receive some donations from outside sources which are also paid into school fund. The nursery carries out a minimum of one large fund raising activity each year. This money is usually earmarked for a specific item but is placed in school fund until the item can be purchased.

### **Definition**

This policy statement describes how the school fund is used, offering all children enhanced benefits.

### **Entitlement**

Children at Oxhill Nursery School are enabled to participate in an enhanced curriculum which is provided by extra funding from the School Fund.

### **Aims**

The staff and Governors of Oxhill Nursery School aim to make good use of School fund by using the money to buy materials and equipment for the children. The remainder of the money each week is banked and detailed records are kept of all spending.

School fund money will be used for the following:-

1. To buy ingredients to allow the children to bake.
2. To buy healthy food for a snack at break time.
4. To buy small items of consumable stock e.g. pens, pencils, etc.
5. To subsidise school outings.
6. To buy any item that will enhance the curriculum that we have on offer.

### **Requirements**

The staff and governors of Oxhill Nursery School are all aware as to what school fund money can be spent on. Any fund raising events which provide us with a large sum of money are discussed by the whole staff. Staff must keep receipts for all expenditure and signed for before they are reimbursed. If this amount is over £20 then staff are reimbursed via a BACS transfer or bankers cheque rather than cash.

An independent audit of the school fund books is undertaken every year and therefore precise records are kept of all income and outgoings.

### **Conclusion**

Oxhill Nursery School is committed to implementing the above policy in order for any outside body to be sure that all money is accounted for at all times.

Date reviewed November 2022 (date)

Signed on behalf of the governing body

Name of signatory

Sarah Golightly

Role of signatory

Chair of governors

### **Appendix 1**

## **Oxhill Nursery School extended services**

# Charging Policy and contract

These services are not funded through the school budget- they are totally independent and have been set up to meet the needs of busy families. By keeping costs low we aim to offer a value for money/not for profit service but the wages of staff need to be covered by fees charged.

The revised charging policy will take effect from 1<sup>st</sup> September 2022

- Nursery places/extra sessions where fees apply, must be booked for a full term
- Nursery vouchers by prior arrangement- please contact the school office to arrange
- Payment must be made one week in advance (two weeks fees due on admission)
- **Fees must be paid if children are absent in the short term.** Long term arrangements can be made with the headteacher.
- Failure by a parent/guardian to pay for sessions will result in the place being withdrawn and reallocated to the waiting list.
- Breakfast and tea club places must be booked and paid for a day in advance
- Late collection after 4.00 pm will result in an immediate penalty of £5 which will multiply every 15 minutes.
- Details of debtors will be forwarded to Durham County Council's legal Department
- Method of payment: I agree to a bacs payment to the details below  (tick box)

Bank: Barclays Bank PLC  
Account Name: Oxhill Nursery Childcare  
Sort Code: 20-33-51  
Account Number: 40964913

**Reference: Your child's name so we can identify which child the payment corresponds to**

I agree to the above policy and to pay the fees as described

**Signed**.....

**Date**.....