



Charging and Remissions Policy

Reviewed: March 2018

Review date: March 2021

Clarence Road, Shipley BD18 4NJ.
Tel: 01274 584368 Fax: 01274 581569
Email: office@hirstwoodnsc.co.uk
www.hirstwoodnsc.co.uk

Executive Headteacher: Mrs S J Stoker
Head of School: Mrs S J Taylor



Introduction

The purpose of the policy is to ensure that there is clarity over those items which the School will provide free of charge and for those items where there may be a charge. The policy has been informed by the Local Authority policy and the DfE guidance

Definition

The school is open from 7.30am – 6.00pm Monday - Friday for 38 weeks per year

Responsibilities

The Executive Headteacher or Head of School will ensure that staff are familiar with and correctly apply this policy. The Governors will review the policy as part of their review cycle.

Items provided for free

All activities that are a considered part of the Early Years Foundation Stage Curriculum (2017) will be provided free of charge .This includes all materials and resources.

Hours of Provision

Nursery Education (free of charge)

15 hours

Monday to Wednesday Monday & Tuesday 9.00 to 3.15, Wednesday 9.00 to 11.30

Wednesday to Friday Wednesday 12.45 to 3.15, Thursday & Friday 9.00 to 3.15

30 hours (free of charge, subject to eligibility criteria)

3 x 10 hours Monday, Tuesday, Wednesday 8.00 to 6.00

3 x 10 hours Wednesday, Thursday, Friday 8.00 to 6.00

5 x 6 hours Monday to Friday 9.00 to 3.00

Additional charges

Snack	£ 7.00 per term	children attending 15 hours
	£14.00 per term	children attending 30 hours
Lunchtime meal	£ 1.50 per day	

Wraparound provision

Before school	7.30 to 9.00	£ 5.00 per session
After school session	3.00 to 6.00	£11.00 per session
Half day		£13.75 per session
Full day	9.00 to 3.00	£25.00 per session

Additional nursery sessions subject to capacity

Voluntary contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational outings and visits. In these circumstances no child will be prevented from participating because his/her parents cannot or will not make a contribution, however if sufficient funds are not available it may be necessary to curtail or cancel activities. (See Educational Outings Policy).

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day for example holiday events, theatre visits etc.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of children/families participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship may be considered through the use of voluntary contributions or fundraising.

Photocopying

A charge may be made for photocopying of any documents provided to parents and outside agencies at cost (including admin time), which is not related to school activities.

Lettings - See Lettings Policy

Governors' allowances

The governors Hirst Wood Nursery School & Children's Centre voluntarily give their time to support the development of the school, they may however request compensation of costs incurred in relation to their duties. (See Governor Allowances Policy)