



CHARGING & REMISSION POLICY

Introduction

Charging and Remissions Policy Introduction, Hillview Nursery School is a Local Authority Nursery. Children who attend our school are entitled to 15 hours of free care and education each week, term time only (working parents may be entitled to an extended 15 hours, making a total of 30 hours. Please visit www.childcarechoices.gov.uk or on the government website <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>, to apply and check eligibility.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

Delivery of hours

Parents take their 15 hours as 5 sessions over either morning sessions or afternoon sessions.

The sessions the school offer

Morning sessions 8.30am - 11.30am

Afternoon sessions 12.15pm - 3.15pm

Parents take their 30 hours over 5 full day sessions 8:30am – 3.15pm. Additional charges apply for lunch provision, (parents to provide a packed lunch)

Additional non funded hours

Sometimes the option of extending the 15 hours' free entitlement is needed. Parents are required to pre book and pay for additional provision which could be sessions or additional hours. This would enable continuity of education within the setting avoiding the need for children to be collected and taken to another provider.

Additional hours are only available if there is spare capacity within the school after all eligible three and four year olds have been offered their free entitlement, and are offered on a first come, first-served basis.

Conditions of charging

Schools may charge for additional activities and services provided they have followed the following guidance:

The Governing Body has approved and published a charging policy

Offers of additional hours are made considering the sustainability of other provision in the locality and must only be made to fill existing capacity and not expand provision

Staffing: pupil ratios and the EYFS requirements for maintained nursery classes must be adhered to

The school will maintain its three-term intake for the nursery with pupils being admitted the term after their third birthday. Space must be available for new intakes in the Spring and Summer terms. Hours will be reviewed on a termly basis wherever possible.

Charges must be sufficient to cover the cost of delivering the service, any profits must be re-invested in the school or in the service

Payments must be made monthly in advance

Parents are expected to keep up to date with payments. We reserve the right to withdraw additional services for non-payment.

Charging Policy

Following discussions with parents, other providers and our Governing Body, it has been agreed these charges will apply:

Additional hours £40.00 for 3 hours (3 & 4 year olds)

Additional hours £50.00 for 3 hours (2 year olds)

Lunch provision £6.50 a day

Parent requested letters £10

Administration Fee £10.00

Activities without charge

There will be no charge for the following activities

Education provided during school hours i.e. no charge can be made for education and care during a child's 15-hour free education entitlement or 30 hour free educational entitlement.

Voluntary Contributions

We invite parents/ carers to make voluntary contributions to make school funds go further. All requests to parents for voluntary contributions make it clear that the contributions would be voluntary. Each week on a Monday we invite and collect voluntary contribution (currently £2 for children attending for 15 hours and £3 for children attending for 30 hours) which contributes towards:

Educational visits

Baking activities – end product goes home

Daily healthy snacks

Parties, prizes, gifts, party food, and entertainers

Resources linked to topics

Children of parents who do not contribute will not be treated any differently. In extreme situations activities may be cancelled if insufficient contributions are received.

School Visits

Hillview Nursery School will ask parents for voluntary contributions towards the cost of any activity which takes place during school hours e.g. a trip to the zoo or farm. Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then our school may cancel the visit/activity.

We would make parents aware of a possible cancellation to the visit/activity if insufficient voluntary contributions are received from the outset. Unfortunately, we do not hold specific funds to enable families in financial difficulty to send their children on visits/activities. We would try to raise the shortfall in monies through fundraising activities, or, where a child is eligible for EYPP the funding may be used.

General

The Governing Body may, from time to time, amend the categories for which a charge may be made. The Governing

Body reserve the right to revise the Charging and Remissions Policy as necessary.

Remission Policy

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities. The nursery will work closely with parents/carers.

Approved by:	FGB
Date approved:	Feb 2026
Date of next review:	Feb 2027