

Central Community Nursery School



Charging Policy

Date of Policy: February 2015

Date of next review: February 2017

School Activities

Aim – that all children can participate in all aspects of nursery school provision regardless of the ability of their family or carer to pay

Nursery Contributions

Parents of children in the nursery are asked to contribute £1 per child per week to cover the cost of snack, baking and creative activities during their time in nursery. Parents can either pay weekly or termly. A receipt will be given.

Fund raising activities

Fund raising support from friends and families of the school enables us to provide a whole range of additional experiences and resources beyond our substantive school provision.

Fund raising activities include:

- Sale of school photographs
- School fairs

There are other initiatives from time to time which often raise funds for specific projects. All money is paid into the school fund account and this is audited annually.

Trips

The school asks for a voluntary contribution from families towards the cost of school trips. Inability to pay will not exclude any child from accessing these experiences.

Funded Nursery Education Sessions

Every child is entitled to 15 hours of free funded nursery education sessions from the term following their third birthday. For more detailed information on admissions age see the Admissions Policy.

Care

We aim to provide affordable high quality child care to support the needs of all children and carers.

Charges for childcare

- The cost of child care sessions are kept to a minimum in order to make sessions available to as many families as possible.
- Prices are reviewed every 6 months – in September and April each year
- A minimum of four weeks written notice will be given prior to any change in the costs of sessions
- An initial registration fee of £20 is charged to access term time care sessions.
- Session charges are on display in the entrance corridor and are readily available from school office.

School Dinners

- The cost of school meals is set by Derby City Council and is the same for all schools.
- Parents/carers are asked to pay for school meals at the school office.
- Meals need to be paid for in advance or on the day the meal is taken.
- At the very latest meals need to be paid for by the Friday of the week the meals are taken.
- Inability to pay within these timescales will result in lunches not being available the following week.
- This will not affect the continuation of the child's access to their full 15 hours of education entitlement.
- Receipts are issued.

Free meals

- All children are informed about free meals on admission and issued with a form if required.

Telephone Calls

- Parents are allowed to make personal calls in an urgent situation or emergency.
- All private phone calls must be paid for and recorded in the book in the office.
- The telephone bill is monitored carefully to ensure that calls are official or paid for by the relevant person.
- The telephone money is paid into the school budget, every quarter, with that week's dinner money.

Incoming Private phone calls

Please try to avoid incoming calls during the working day. In unavoidable cases a message will be taken in the office and passed on to you. If the call is urgent you will be notified immediately. Please let one of the office team know if you are expecting any calls.

Photocopying and Laminating Charges

Staff and parents may carry out small quantities of photocopying and laminating. The current charges are displayed in the office. A receipt will be given. The monies is paid into the school budget with the dinner money.

Lettings

- There is no lettings charge made for the school governors' meetings that are held regularly on the school premises.
- Other lettings will be charged according to agreed lettings rates, with the exception of community and non-profit making organisations, at the discretion of the governors

Staff drinks

- School staff drinks – A maximum weekly charge for unlimited hot drinks is agreed by staff and displayed in the staff kitchen. Part time staff pay a pro rata amount.

- Birthday/Flowers – We ask for contributions per half term. Please see the notice for agreed amount. Occasionally more donations may be asked for.

Links to other policies / documentation

- Session charges
- Free school meals form
- Admissions Policy
- Childcare Policy
- Central Nursery School Values Leaflet
- Inclusion Policy

Approved on behalf of Central Community Nursery School by:

Head Teacher Signature:

Date:

Chair of Governors Signature:

Date: