Chelwood Nursery School
Chelwood Walk
St Norbert Road, London, SE4 2QQ

Charging and remissions policy

Policy Schedule	
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Chair's signature	
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Charging and remissions policy

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Provide a breadth of offers to our families whilst minimising the financial barriers that may prevent some children from taking full advantage of these opportunities

This policy should be read in conjunction with our Admissions Policy which sets out what places we offer to 2, 3, 4 and 5-year olds and how we offer them.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities, Early years entitlements: operational guidance, and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

3. Definitions

Charge: a fee payable for specifically defined activities
Remission: the cancellation of a charge which would normally be payable
2-year old entitlement: 15-hour entitlement for the most disadvantaged two-year- olds 'Lewisham 2's' (applied for through the local authority)
2-year old working family entitlement: 30 hours free entitlement for working parents of 9month-2year olds (applied for through the Government Gateway)
Universal entitlement: 15-hour entitlement for parents of all three- and four- year-olds (regardless of income)
Extended entitlement: additional 15-hour free entitlement for working parents of three- and four-year-olds (applied for through the Government Gateway)

4. Roles and responsibilities

4.1. The governing board

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2. Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3. The Business Support Team are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide the appropriate staff with training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify the Business Support Team, or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

- Applications for admissions
- Early Education provided during the hours of each child's Early Years Entitlement 15 or 30 hours (including the supply of any materials, books, instruments or other equipment)
- Early Education provided on any visit that takes place during the hours of each child's Early Years Entitlement either 15 or 30 hours

6. Where charges can be made

Below we set out what we **can** charge for:

- School 'dinners'
- 'Additional' hours over and above the 15 hours universal entitlement or the 30 hours extended entitlement.
- Outside School Hours Care (OSHC) such as; breakfast clubs, after-school clubs, holiday clubs.
- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Leasing of school facilities
- Fees for late pick up
- Consumables; nappies, wipes, nappy bags
- Voluntary contributions to activities

7. Activities/items we charge for

The school will charge for the following activities/items **when they are applicable**:

Type of place:	Will be charged for:
2-year old 15 hour entitlement places (free)	• Consumables such as nappies, wipes and nappy bags (alternatively these can be provided to the school) • Late pick up fees (when applicable)
2-year old paid place	• Consumables such as nappies, wipes and nappy bags (alternatively these can be provided to the school) • 15 or 30 paid hours per week • Late pick up fees (when applicable)
2-year old working family entitlement (30hours)	• Consumables such as nappies, wipes and nappy bags (alternatively these can be provided to the school) • Late pick up fees (when applicable)

3 & 4-year olds place using Universal entitlement (15 hours free funding)	• Consumables such as nappies, wipes and nappy bags (alternatively these can be provided to the school) • Any additional hours agreed between the school and the family • School dinners (if part of the agreed additional hours) • Outside School Hours Care (OSHC) if required • Late pick up fees (when applicable)
3 & 4-year olds place using Extended entitlement (30 hours free funding)	• Consumables such as nappies, wipes and nappy bags (alternatively these can be provided to the school) • Any additional hours agreed between the school and the family • School dinners • Outside School Hours Care (OSHC) if required • Late pick up fees (when applicable)
3 & 4-year olds paid place	• Consumables such as nappies, wipes and nappy bags (alternatively these can be provided to the school) • 15 or 30 paid hours per week • School dinners (if part of the agreed additional hours) • Outside School Hours Care (OSHC) if required • Late pick up fees (when applicable)
In some circumstances, for example if a family is experiencing particular financial hardship or has no recourse to public funds, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board or Headteacher and will depend on the activity in question.	

8. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include (but are not limited to):

- School lending library
- School trips
- Healthy snacks

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

9. Education outside school hours – 'optional extras'

The Governing Body of Chelwood Nursery School may charge for activities that happen wholly or in part outside school hours. These activities may be charged for as 'optional extras.' Charges for these activities will be made to cover the actual costs of the activity taking place. This may include the cost of renting space for the activity to take place, entrance fees to a venue, professional fees of a service provider, transport costs for traveling to the activity. In the case of a trip to the theatre charges would cover the actual cost of transport to the theatre and the cost of the tickets. The

permitted charge may include an allowance for the costs of teachers from the school who supervise the activity.

Where a charge is made for each child, this will not exceed the actual cost. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising.

Hardship cases: Families whose children qualify for Free School Meals may qualify for help with the cost or may get if free.

10. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board or Headteacher and will depend on the activity in question.

11. Late pick up fees

A late fee will apply if a child is not collected on time at the end of the session - outside of the agreed school hours or the contracted hours. For example;

- 12:00 noon for morning children after the morning session ends
- 3:30pm for full time or afternoon children after the afternoon session ends
- 5.30pm for children attending the After School Club

Late pick up of a child, can negatively impact on the child's wellbeing, and the ability of staff to carry out their duties.

12. Written agreement

The school will provide all families an offer letter that outlines what is being offered and how it will be funded. Families will be required to sign an acceptance form to agree to the terms of the offer.

13. Payments and Settling of Account

Payments are made via Arbor (you will be given a login)

Tax Free Childcare Scheme- if you are a member, please note that your credit can be used to pay for any additional hours including wraparound care but it **cannot** be used to pay for school lunches.

14. Settling of account

Families will see their invoices for their termly balance for additional hours and wrap around care on Arbor. The charges are added on 3 times per academic year (at the start of the Autumn, Spring & Summer terms).

School lunch needs to be paid monthly. Please note that you will be charged for a school dinner if you have not notified us of your child's absence at least a day in advance.

All accounts need to be cleared **before** the end of each term.

15. Monitoring arrangements

The Business Support Team monitor charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Headteacher every year. At every review, the policy will be approved by the Finance Committee.

Annexe A – Scale of charges

The charges below are for academic years:2025-2026 and 2026-27

Chargeable item	Cost
Additional paid hours	£14 per hour 15 hours per week £ 210 30 hours per week £420 Friday afternoon (2.5 hours) £35
School dinners	£3.55per day (subject to review)
Late pick up fees	£10 for the first 10 minutes and then £12 for every 10 minutes thereafter.

Charging Schedules (outside of government funded hours)

Below are the charging schedules for a:

- **15 hour paid 2 year old place (for those not eligible for free government funding)**

Week 1 - you will be charged 15 hours

- **30 hour paid place for 2, 3 and 4 year olds (not eligible for free government funding)**

Week 1- you will be charged for 15 hours
Week 2- as lunch is added and hours increase; you will be charged for 25 hours (plus lunch for the days they have lunch)
Week 3- you will be charged 30 hours (even if your child is not fully settled) and lunch.

- **30 hour place- 3 or 4 year old (part paid)- 15 hours universal funding plus 15 hours paid)**

Week 1- universal funding only
Week 2 - as lunch is added and hours increase; you will be charged for 10 hours (plus lunch for the days they have lunch)
Week 3- you will be charged for the full additional 15 hours (even if your child is not fully settled) and lunch.

- ***If your child settles at a quicker rate, the full charge will be payable sooner.***