



Boston Nursery School Charging and Remissions Policy

School Policy Statement

Boston Nursery School supports the entitlement to 15 hours free early years provision for 2, 3 and 4 year olds. Universal, free provision for 15 hours per week, for a minimum of 38 weeks per year, is available from the term following the child's second or third birthday until they reach compulsory school age. Working parents who meet the Government's eligibility criteria may be entitled to up to 30 hours free provision for 3 and 4 year olds.

This policy outlines the activities for which Boston Nursery may make a charge. In calculating the charge, the school will cover costs it incurs including:

- the cost of materials or equipment, fees and charges;
- non-teaching staff costs;
- teaching staff costs for staff engaged to provide the activity.

Current charges are shown at Appendix A.

Fees for Additional Hours

Nursery sessions run from 8.45am to 11.45am and 12.30pm to 3.30pm. Parents may purchase additional hours where available. Provision above the free entitlement will be charged a sessional rate agreed annually.

Fees are payable to school in advance. Payment may be made by cash or cheque at the school office by Friday each week for the following week's sessions.

If payment is not received, the child's will not be able to attend for the additional hours at Nursery. This will not affect their entitlement to their free entitlement. Refunds will not be made for non-attendance.

Additional Fees

The Nursery reserves the right to impose a charge for the late collection of children.

School Lunches

The Nursery does not provide school lunches. A charge is made to supervise those children who stay at Nursery during the lunch session.

Voluntary Contributions

The Nursery arranges trips, visits and activities to enrich the pupils' experiences. Parents may be invited to make voluntary contributions towards the cost of an activity for which the Nursery is charged. There is no obligation for parents to contribute. No pupil will be treated differently according to whether or not their parents have agreed to make a voluntary contribution. We will not exclude any pupil from the trip because their parents have not contributed.

Charges made to parents are calculated to cover the actual cost of the activity. If we do not receive enough funding through voluntary contribution, we may decide to cancel the activity.

Refunds will be made to parents if:

- a trip is cancelled and the charge is over £1.00;
- a surplus greater than £1.00 per child is made on the trip once final costs are calculated;
- the child is unwell and does not attend the trip.

There is no charge for resources used or items produced as a result of planned classroom or school activities relating directly the curriculum. Parents of children attending extra curricular activities may be asked to make a contribution towards the cost of materials or equipment used.

Staff Use of School Equipment

Staff should generally use their own phones to make any personal phone calls. However, staff using the school phone or using other equipment such as photocopiers or laminators for their own purposes will be charged.

Requests under the Freedom of Information Act

Requests made under the Freedom of Information Act will be charged at a rate to cover the cost of producing the information. The applicant will be informed of the likely cost before the information is compiled.

Appendix A

Boston Nursery School Charges
Financial Year 2022/23

Fees for Additional Hours:

	2021/22	2022/23
Charge for additional morning or afternoon session (3 hours) – Pre School (Three Year Olds)	£12.50	£12.50
Charge for additional morning or afternoon session (3 hours) for provision beyond 15 hours per week – Little Owls (Two Year Olds)	£14.50	£14.50

School Lunches:

	2021/22	2022/23
Charge per lunchtime session	£3.00	£3.00

Administration Charges:

	2021/22	2022/23
Charge per photocopied A4 sheet	20p	20p

Staff use of school equipment:

	2021/22	2022/23
Phone calls:		
Per call	£1.00	£1.00
Photocopies/Laminated sheets:		
Per sheet	10p	10p