



In October 2024 the Governing Body of Camborne Nursery School and Family Services reviewed and agreed changes to the following Policy.

Signed:

Chair of Governors

Head Teacher

CAMBORNE NURSERY SCHOOL CHARGING POLICY

Introduction

We want every child to participate fully in all available school activities.

Aims

The aim of this policy is:

- To ensure that children are not excluded from activities.
- To ensure that the school curriculum is enriched through visits and additional activities.
- To set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

Responsibilities

The Governing Body of the school are responsible for determining the content of the policy, and the Headteacher for its implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

The Governing Body of the school are responsible for ensuring that the school uses its budget and private fund wisely.

Publication of Information

A copy of this policy will be available for parents to view on the school website or from the school office.

Additional Activities which take place outside of School session times

The Governors of Camborne Nursery School have agreed that the school may use funds from the school's private fund to subsidise parents who wish their child to go on the visit but who are unable or unwilling to pay. However, the Headteacher will have the discretion to cancel such a visit if sufficient funds are not raised which would render the visit unviable. Any voluntary contribution requested will not include an amount to cover the costs of those pupils who are unable/unwilling to pay. If a trip goes ahead it may include children whose parents have not paid any contribution. We do not treat these children differently from others.

The Governors of Camborne Nursery School currently make charges for the following additional activities which all take place outside of nursery session times:

Time: 8.00am -9.00am/ 9.15am

Cost: £6.00 per hour (pro-rata) including breakfast

Governors offer this service to accommodate the needs of parents/carers e.g. work patterns

Later Collection

Time: 3.00p /3.15pm - 6.00pm

Cost: *£6.00 per hour

Terms: This option may be booked as a regular session or at short notice if space is available.

Parents/Carers are responsible for ensuring children are collected at the agreed end of session times, if a child is not collected within 5 minutes of the end of the session and no message has been received our Late Collection Policy will be implemented.

Nursery Sessions additional to the free allocated 15 hours

Time: 3 hour session

Cost: *£18.00 per 3 hour session.

Cancellation: One term's notice will be required to cancel or change permanent booked sessions.

Exceptions: No charge will be made if the school is closed.

Terms: Can be booked as a regular session or at short notice **if space is available.**

In the event of unusual cases it will be at the discretion of senior leadership and one governor.

Additional Charges

Nappy Change

Parents should provide nappies/wipes/cream and a change of clothes for their child. Where a nappy is not provided the Nursery will levy a charge of 50p per nappy change.

External activities during school hours

When organising school trips or visits during school hours which enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel an activity. If an activity goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from others. Sometimes the school will part-fund activities in order to make them accessible to all.

The voluntary contribution requested will not include an amount to cover the costs of those children who are unable to pay.

The following is a list of activities organised by the school which may require voluntary contributions from parents. These activities are known as "optional extras". This list is not exhaustive.

- Musical events
- Visiting theatre groups/dancers
- Animal visits

Charges for Ingredients, materials and equipment

The Governors of Camborne Nursery School have agreed that wherever possible the school will provide any ingredients, materials and equipment needed for the delivery of a project from the school's budget. A nominal contribution of money or materials may be requested if the activity exceeds the usual cost.

Charges for breakages and fines

The Governors of Camborne Nursery School have agreed that each situation will be assessed individually. Small accidental damages will not usually be charged for. The Governors have agreed that parents may be asked to pay for any deliberate damage to property or equipment caused by their child.

Payment of charges

Payment of fees should be made in advance of sessions/care being taken. The Nursery is unable to offer credit - see Bad Debt Policy for further information.

Monthly fees include all sick days. Holidays will be charged for unless 1 month written notice of absence is received.

All funding must be confirmed in writing prior to sessions/care being taken. If funding is not confirmed an invoice will be raised for the sessions booked.

* Costs are correct as of September 2023 and are subject to annual review.