**Dorothy Gardner Nursery School**

 **Mary Paterson Nursery School**

 **Queens Park Children’s Centre**

**Charging and Remissions Policy**

**Aims:**

• To set out charges that will be made for extended day provision;

• To set out what the circumstances under which voluntary contributions will be requested from parents and carers (mainly within the Children’s Centre).

**Objectives:**

• To maintain the right to 15 hours free nursery education, if entitled

• To maintain affordable Extended Provision

• To confirm that the school may ask for voluntary contributions to support any activity organised by the school

**Responsibilities:**

The Governing Body of the school is responsible for determining the content of the policy. This is delegated to the Finance, Staffing and Premises Committee. The Executive Headteacher is responsible for implementing the content of the policy. Any determinations with respect to an individual parent or carer will be considered jointly by the Executive Headteacher and the Finance and Premises Committee where appropriate. The responsibility for determining the level of voluntary contributions is delegated to the Executive Headteacher.

**Equal Opportunities and Inclusion:**

At the Queen’s Park Early Years Federation we believe that all our children and families should have an equal opportunity to benefit from our activities and visits independent of their financial means. This charging policy describes how we will do our best to ensure that a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities. We are strongly committed to positive action to ensure that visits and activities are fully accessible to all pupils regardless of their gender, ethnicity, physical disability, belief, ability, linguistic, cultural or home background.

**Voluntary Contributions:**

The nurseries do not charge for any activities taking place during school hours; there may be an exception for outings and visits. Separately from the matter of charging, the schools may seek voluntary contributions in order to offer a wide variety of experiences to children and also tosupport charitable events. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. If the activity cannot be funded without voluntary contributions, the parents will be notified of this from the outset. No child will be excluded from an activity because parents are unable to pay. If insufficient contributions are raised, the outing or activity may have to be cancelled if there is no way to make up the shortfall. If a parent is unable to pay their child will be given an equal chance to go on the visit

Approved by FGB – October 2018

Review date: 2021

Appendix A sets out the current charges and terms for all extended provision.

**Appendix A**

Extended Provision times and costs

Provision Time Cost per session

Extended hours (am) 8:00am – 8:45am £3

Extended hours (pm)

£2 per half hour until 4.30pm

 **Top-up free 15 hour provision to 30 hour full-time place**

Additional hours Cost Lunch £5

Morning/Afternoon session £20