



## **Fairstead Governing Body NURSERY Charging Policy**

**Date last reviewed Sept 17**  
**Next review – See policy review list**

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional optional hours. The entitlement is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

There will be no charge for visits, trips and activities in school time. However, we may and often will ask for voluntary contributions to subsidise costs. It is not the School’s policy to charge for curriculum enrichment activities but voluntary contributions may be requested.

The following charges apply when taking a free entitlement place

- Snacks – Juice (If requested) – 20p

Loss of, damage to, or breakage of school property e.g. books, windows, other equipment and so on, will be charged for if caused by negligence or deliberate act at the discretion of the Headteacher.

### **Session times are:**

8:45am – 11:45am for morning Nursery.  
12:00pm – 3:00pm for afternoon Nursery.  
8:45am – 3:00pm for full days (2 extra sessions)

### **Extra Sessions**

Extra sessions, over and above the 15 hour free childcare or 30 hour (when applicable) will be charged at a rate of £12 per session.

A deposit is not charged

Parents will be invoiced for extra sessions at the beginning of every half term.

Fees must be paid for in advance to the school office where a receipt will be given.

Payment can be made by cash, cheque or BACS. We also accept payment from a tax-free childcare account. Cheques should be made payable to Fairstead Primary & Nursery School

Outstanding unpaid fees will lead to the place being withdrawn and forwarded to Norfolk County Council’s Legal department for recovery.

Fees must still be paid if your child is sick or on holiday.

No fees will be payable for school holidays, early closure, teacher training days or bank holidays. Should the school be closed for reasons beyond our control, you will not be charged for the sessions affected.

A half terms notice will be required if parents wish to cancel additional sessions.

If you would like to increase your sessions, this will be subject to availability of spaces.

Parents will only be invoiced for those sessions not covered by the free nursery entitlement.

**Late collection fees**

Late collection fees are charged at a rate of £5 per 15 minutes to cover the additional staff costs incurred.