



Moorlands Nursery School

Charging & Remissions Policy

Owned By	Interim Head Teacher – Will Brooks
Date Reviewed	June 2024
Next Review	June 2025
Signature : Chair of Governors	

Charging & Remissions Policy

Aim of the Charging Policy

The Education Reform Act 1988 states that there are no statutory requirements to charge for any form of educational activity. The principle is that of free education. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. We need a charging policy in order to ensure that the Nursery School charging fees appear in a fair and transparent manner.

Nursery School Charges

2 year olds:

Free Entitlement

Time for Twos Funding

Some families may find they are entitled to 15 hours free childcare for their child when they become 2 years old. Further information and how to check eligibility can be found here: <https://www.milton-keynes.gov.uk/children-young-people-families/time-for-two> or call into the Family Centre where a member of staff will help you.

If your child is eligible for funding then you can talk to the Headteacher who will see when a place is available.

Working parents

From April 2024, working parents of two-year olds will be able to access 15-hours free provision if they earn more than £8670 but less than £100,000 adjusted net income per year. For couples, the rules apply to both parents, so both more earn at least £8670 and neither can earn more than £100,000. Further information and how to check eligibility can be found here: <https://www.childcarechoices.gov.uk/> If your child is eligible then you can complete a register of interest form at the nursery school office and you will be contacted to discuss when a place is available.

3 and 4 year olds:

Free Entitlement

Free nursery education is available for children from the start of the term after their third birthday and is subject to places being available in the Nursery School. Each child is currently entitled to 15 hours per week of free Nursery Education. To allow for the maximum number of families to access this free provision in our school the 15 hours are arranged across the mornings (8:30am – 11:30am) or afternoons (12:30pm – 3:30pm).

30-Hour Provision

Moorlands Nursery School offers a limited number of 30-hour Extended Free Early Years Education places to eligible families with 3 & 4 year old children.

It is the responsibility of parents to check if they are eligible for the Free Extended Early Years Education place and they are then required to bring their National Insurance Number and the 11 digit code they are given from the online checker, into Nursery School to secure a 30-hour place. Please note that the code has to be applied for **by the end of the term before the term a child is 3 years old**, to take up a 30-hour funded place.

More information regarding the 30-hour offer can be found on the Milton Keynes Council webpage: <https://www.milton-keynes.gov.uk/children-young-people-families/30-free-childcare-information>

The entitlement can also be accessed across more than one provider. This means that a family who is eligible for the 30-hour offer could still attend the Nursery School and then choose to use the other 15 hours with either a childminder or another independent childcare provider.

Session times for the 30-hour free education will be from 08.30am to 2.30pm. If parents wish to extend the session to 3.30pm, which is the end of the afternoon for 15-hour children accessing universal entitlement, they can do at the hourly rate shown in the additional hours section below. If a parent becomes ineligible for the 30-hour provision, the place will be withdrawn at the end of a two week 'grace period'.

Charges for privately paid places

As per our admissions policy, whilst priority will go to funded places, Moorlands Nursery School reserves the right to admit non-funded (paid) places if there is not sufficient take-up of the above admissions criteria.

Privately paid places, subject to availability, are charged at a sessional rate and must be taken consistently. Session times run from 8.30-11.30am or 12.30-3.30pm. The rate for privately paid places will be charged at £24 per 3-hour session.

Charges for additional hours

If a parent requires their child to be in Nursery School for additional hours to their funded entitlement then additional time will be charged at an hourly rate. The rate varies due to the adult-child ratio linked to the age of the child.

For 2-year-olds, the rate is £8 per hour.

For 3- and 4-year olds, the rate is £6 per hour.

Additional hours must be taken consistently and are subject to availability.

For children who access the lunchtime provision from 11.30am-12.30pm, the above rates apply and covers the staffing supervision; healthy packed lunches must be provided by parents / carers.

We don't charge for home visits, nor do we charge for bank holidays or closures due to staff training. We do however charge for sessions lost through illness or holidays because we hold your place open for your child and still have to pay our staff.

From time to time, the nursery may offer additional hours on an ad-hoc basis subject to staffing and available provision; these will be allocated on a first-come, first served basis and subject to the same rates above.

Payment is acceptable in cash, cheque or as a BACS payment. Parents are invoiced for 4 weeks in advance and are not redeemable in the event of any absences, unless due to long term illness if authorised by the Headteacher.

We always ask that parents speak to us at the earliest opportunity should they find they are struggling to pay for places. The Headteacher will consider cases on an individual basis.

Non-payment of fees without prior authorisation can result in the loss of a place and/or legal action being taken.

Parents will be given at least 6-weeks' notice if charges for sessions change.

Late collection charges

As a small school, we do not have additional staff to offer free babysitting services. We offer a clear collection window between 11.20-11.30am and 3.20-3.30pm. It is parents' responsibility to ensure your child is collected on time. Failure to do so will incur a late collection charge of £5 per 15-minutes (or part of) to cover the cost of paying our staff to provide private supervision for your child. Repeated late collection may result in the loss of place; we must adhere to staff-child ratios to meet safeguarding regulation and we cannot operate if members of staff are not in sessions due to late parents.

Charges for snacks

We offer the opportunity for parents to purchase healthy snacks for their child. This is charged at the rate of £5 for each half term and covers the cost of a daily healthy snack during your child's time at nursery for that half term period. As a non-profit organisation, we will not be able to provide snacks to children of parents who wish to opt out. Parents choosing to opt out of this provision may send their child to nursery with a piece of fruit for snack time. No other snacks will be permitted from home.

Educational Visits

The Governing Board of Moorlands Nursery School supports the school's policy on providing educational visits and having educational visitors into school. This is seen as a vital part of enriching and supporting pupils' learning within school.

Voluntary Contributions

We recognise that the funding received by school is not sufficient to fully cater for this element of education. The Governing Board, therefore, have instituted a policy of requesting voluntary contributions from parents to enable this valuable part of pupils' education to continue. When sending out a request to parents and carers for a voluntary contribution the school ensures:

- That it is clear to parents that the contribution is voluntary.
- That it is clear at the outset that the activity cannot be funded without voluntary contributions and that if there is insufficient support it may be necessary to cancel the activity and reimburse any parents who have contributed.
- That children are not treated differently if the parents are unable or unwilling to pay. All children are given an equal chance to take part.

Where major expense is involved or where deposits have to be paid by the school to secure bookings, a deposit may be requested from parents. This will be in the region of 10% and will only be refunded to parents if the school or relevant outside agency decide to cancel the event.

Parents or carers of children for whom we are in receipt of Pupil Premium, may be entitled to a partial remission of charges in instances when parents are asked to contribute towards the cost of a school visit. These parents would be approached individually to discuss their personal needs.

Review of policy

This policy and charges within it will be reviewed annually.



Moorlands Nursery School Parent Contract for Paid Services

In accordance with the School's Charging and Remissions Policy (available online), our nursery offers additional hours and services.

Child Name

Child Date of Birth

Snacks

I want my child to be provided with a healthy snack during their session. Tick requirement, if any.

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
£5 half term	£5 half term	£5 half term	£5 half term	£5 half term	£5 half term

Additional Hours

I want my child to be provided with additional hours (please see the School's Charging and Remissions Policy for session prices). Please note additional hours are subject to availability and allocated on a first come, first served basis.

Day / Session	Mornings: 8.30-11.30am	Lunchtime: 11.30-12.30pm	Afternoons: 12.30-3.30pm	Total additional hours a day
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total Costs				

Late Collection

It is the responsibility of the parent / carer to ensure your child is collected on time. Failure to do so will incur a late collection charge of £5 per 15-minutes late (or part of) to cover the cost of the nursery providing a member of staff to supervise your child. Repeated lateness may result in the loss of your child's place, as we must adhere to strict staff-pupil ratios to meet safeguarding regulations.

Parent Signature:

Parent Name:

Date:

Nursery Signature:

Authorised by:

Date:

Services are payable in advance and subject to a minimum school half term contractual period.

For example, if you wish to pay for lunchtimes in September, this agreement would be in place until October half term minimum; unless the parent notifies the headteacher with any request of changes, the agreed contract would remain in place on a rolling half-term basis until notification is given to the nursery.