West Earlham Infant and Nursery School

Charging Policy including Nursery Fees policy

Approval

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy was reviewed and approved in **June 2026**. The date of the next formal review will be **June 2027** and every thereafter, unless statutory legislation changes.

Policy approved by the Full Governing Body of West Earlham Infant and Nursery School.

NURSERY FEES:

1. West Earlham Infant and Nursery School offers Sessional Childcare during Term Time only for a maximum of 30 hours per week for 38 weeks a year. Sessions are available each weekday Monday to Friday – these are funded sessions. If we do have any vacancies these will be offered to non-funded applicants. 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 service.

   As part of the registration process parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for funded entitlement.

   Fully Funded Sessions:

   Sessions available:

   - Morning session from 8.35-11.35
   - Afternoon session 12.30-3.30.
   - Parents/carers can select up to a maximum of 5 or a minimum of 2 sessions per week.
   - Whole day sessions are only available to 30 entitlement placements.
   - Parents/carers cannot opt for a mixture of morning and afternoon sessions
   - There are no charges for snacks. Our Nursery is open during lunchtime for any child attending for 30 hours per week. A school meal is available at a charge of £2.70
   - We do not charge a registration fee
   - We do not charge a deposit.
   - The entitlement place is offered free.

Non-funded Sessions (if available):

- Any hours not funded by the local authority are charged at

Under 2's	£10.47 per hour
2 year olds	£7.72 per hour
3-4 year old	£5.78per hour

- Morning session from 8.35-11.35
- Afternoon session 12.30-3.30.
- Charges will be reviewed each year and always be in line with current NCC charges
- Parents/carers can select up to a maximum of 5 or a minimum of 2 sessions per week.
- Parents/carers cannot opt for a mixture of morning and afternoon sessions
- There are no charges for snacks. Our Nursery is open during lunchtime for any child attending for 30 hours per week. A school meal is available at a charge of £2.70
- 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.
- We do not charge a registration fee
- We do not charge a deposit.

NOTICE PERIOD FOR CANCELLATION

A period of four weeks' notice must be given for cancellation of a child's place. Please confirm this in writing to the school office.

ALTERING SESSIONS

To alter a child's session, four weeks' notice is required. This includes increasing and decreasing the amount of sessions which may be attended. Please note that an increase of sessions may not be available.

CONFIRMATION PROCEDURE

Families will receive confirmation of sessions booked. This will clearly state session times booked for the term.

On receipt of this confirmation, families will be expected to sign and return a booking and fees payment contract prior to the commencement of their child's sessions.

INVOICING PROCEDURES

Our method of invoicing families is in accordance with Norfolk County Council's procedures for charging families in order for us to join the Local Agreement. The following charges apply for non-funded places:

2 year olds	£7.72 per hour
3-4 year old	£5.78 per hour

Payment options:

- Payments can be made via direct bank transfer or cash to the school office, we do not accept cheques. Please contact the school office for details and a receipt will be provided as proof of payment. The school will hold a duplicate copy.

ABSENCES

- Fees continue to be payable if a child is absent due to holiday, illness or any other reasons.
- If a child is absent for a long period due to illness, the nursery will decide on a case-by-case basis as to whether fees should be paid for the period.
- If a family chooses for their child not to attend an agreed session, no alternative sessions will be offered.
- Each child's attendance at West Earlham Infant and Nursery School is conditional upon continued payment of any necessary fees.

NON-PAYMENT OF FEES

- West Earlham Infant and Nursery School reserves the right to withdraw the offer of a place where fees are in arrears for more than one month.
- The school will take legal action to recover any fees due and where non-payment has occurred the school will follow its Bad Debt Policy.
- At West Earlham Infant and Nursery School we aim to provide a transparent and clear system for payment of fees.
- We aim to provide a payment system that is flexible and affordable for families which deals with non-payment in a swift and fair manner.

LATE PAYMENT/ NON-PAYMENT OF FEES PROCEDURE:

- After one week of non-payment or late payment, the school will issue a verbal reminder of the contract.
- After two weeks of non-payment, the school will suspend the childcare place, and child will not be allowed to come into the nursery until the fees are paid in full. Fees will still be applicable during the two weeks the nursery suspends the place.
- If the fees are not paid in full after four weeks, the nursery will terminate the contract and issue a letter to confirm this.
- All costs incurred in the collection of unpaid fees including administration costs and costs from using solicitors or debt collection agencies where needed will be recoverable in full.
- The school will follow it Bad Debt policy in relation to this payment

PAYMENT DIFFICULTIES

A. West Earlham Infant and Nursery School will work with families to minimise any disruption to children's care and education. We understand that some families may experience financial difficulties. Families experiencing financial difficulties should discuss this as soon as possible with the school office or Deputy Head Teacher so that a payment plan can be put into place.

LATE COLLECTION OF CHILDREN

A. A late collection charge of £5 per 15 minutes is made if a child is collected beyond the scheduled pick up time. This will be added to the invoice for the following month and must be cleared that month.

WHAT FAMILIES NEED TO PROVIDE

A. Families are responsible for providing nappies, wipes and any other items for individual children. The nursery will provide milk and a snack during the session which are free of charge.

EMERGENCY CLOSURE

A. In the event of an emergency closure due to unexpected circumstances (such as poor weather) any fees already charged will not be refunded.

FEE INCREASES

Fees are reviewed annually by the Governing Body in March and are subject to change.

REGISTRATION AND DEPOSITS

No registration fee or deposits are required.

Any entitlement place 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 (if any).

Charges for other School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. Below are the activities and materials for which you will be charged:

Travel:
Schools **cannot** charge for:

- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
- Transport enabling a pupil to meet an examination requirement where prepared for that examination at the school.
- Transport provided in connection with an educational visit.

Board and lodging
Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost.

Activities outside school hours
A charge can be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than 50% of the number of half days taken up by the trip.
For example:

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Passport application forms
A charge of £10 will be made for the completion of passport applications.

Schools **cannot** charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Remission of charges - only parents who are in receipt of Universal Credit, Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.
The School offers After School Clubs for parents who wish their child to participate. Attendance is voluntary and a small charge may be made.

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled and the venue and transport provider make no charge, or if the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the governing board which is *£5* per pupil.

Invoicing for school activities
If a charge does need to be made, the invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Useful Links:

Based on NCC model Version 4.0
Updated April 2026

Learning Outside the Classroom guidance:
http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf

Latest DfE guidelines:
https://www.gov.uk/government/publications/charging-for-school-activities