

Castle Vale Nursery School

Acting Head Teacher: Christina Meakin

Making a difference. All of our children, all of the time.



Version:	N/A	Model by:	School	Ratified on:	11/11/2025
Date written:		Frequency:	Annually	Review date:	Nov 2026
Signed:	Signed copy on governor hub				

Charging & Remission Policy

The Governing Body of Castle Vale Nursery School recognises the valuable contribution that the wide range of additional activities, including trips, can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CONTEXT

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There must not be any mandatory charges for parents in relation to the free hours. Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services.

AIMS

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, children and the school and;
- which acknowledges the cost of such activities to the school's budget.

CHARGES

We can charge parents for the following extras in connection with the free hours, but these charges must be voluntary for the parent:



- consumables to be used by the child, such as nappies or sun cream
- meals and snacks consumed by the child
- extra optional activities such as events, celebrations, or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework.

Consumables to be used by the child such as nappies or suncream

We do not charge for consumables that are used by the child, and we provide these as part of our offer. We do welcome you to bring in your own nappies and suncream.

Meals and Snacks consumed by the child

If your child is entitled to 30 hours, they have the option to either bring in a packed lunch or have a dinner provided by us. The governing body at Castle Vale Nursery School reserve the right to charge for dinners. Please see more information in the fee schedule.

All full-time children and morning part-time children will have access to breakfast in a morning. All children will access a healthy snack during their morning and afternoon session. This is usually fruit, toast or a savoury cracker. Our school fund is a voluntary contribution, and you will find more information in the fee schedule.

Extra optional activities

Parents will be notified in advance of any 'optional extras' which the nursery school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost for each pupil; no other costs will be covered by the charge.

The cost of other children participating in an educational visit will not be included in the charge. The charge may however include an appropriate element for such things as:

- (i) the child's travel costs;
- (ii) entrance fees etc
- (iii) insurance costs;

No child will be left out of an activity because their parents cannot or will not make a contribution of any kind.

REMISSIONS

There will be no obligation for any parent to make a contribution towards the cost of school activities and to the School Fund. Children will not be treated differently whether or not their parents have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.

VOLUNTARY CONTRIBUTIONS

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and children will not be treated differently according to whether or not their parents make a contribution in response to any invitation. However, an activity may be cancelled if voluntary contributions are insufficient. Parents/Carers may also make contributions of items we can use to sell or use as prizes in raffles. These donations are given to us to help raise money for the school and will be recorded on the Gifts and Hospitality Register.

Charges for children who access facilities beyond the EEE entitlement

There will be a charge for children who access facilities beyond the EEE entitlement. This includes:

- Breakfast club
- Tea club
- Dinner
- Top up of 15 additional hours a week
- Top up of 2 additional hours on a Friday for 30-hour children

Childcare Support

We accept payment where children are funded by:

- Tax-free childcare
 - For eligible working parents who can get a £2 top-up for every £8 towards the cost of their childcare.
 - Check here to see if you're eligible:
<https://www.beststartinlife.gov.uk/eligibility-checker>



- Universal credit
 - You will pay for all of the childcare costs yourself
 - You then report the costs through your Universal Credit account and will be paid some of the money back in your next Universal Credit payment. You can get up to 85% of childcare costs paid back to you.
 - You need to be either:
 - in paid work
 - starting a job in the next month
 - Check here to see if you're eligible:
<https://www.beststartinlife.gov.uk/eligibility-checker>
- Childcare grant
 - You may be eligible for help with your childcare costs if you:
 - Are a full-time higher education student
 - You can get 85% of your childcare costs or a fixed maximum amount, whichever is less.
 - The maximum you can get is:
 - up to £199.62 a week for 1 child
 - up to £342.24 a week for 2 or more children
- Please let us know if you are entitled to childcare support and what
- Self-funded
 - If you are not eligible for any of the above, you will need to self-fund any facilities that are beyond the EEE entitlement



Fee Schedule 2025-2026

Charges for 3–4 year olds

- The cost for a **self-funded 3–4 year old place** is **£6 per hour** taken over 15 hours a week, Monday to Friday. This equates to **£90 per week**, term time only.
- Funded and self-funded 30 hours are used across the week on Monday-Thursday 9:00 a.m. until 3:30 p.m. and Friday 9:00 a.m. until 1:30 p.m. **The cost for a child to stay until 3:30 p.m. on a Friday is £12.**
- **Breakfast club** is either from **8:00 a.m. until 9:00 a.m. including breakfast for £6** or from **8:30 a.m. until 9:00 a.m. without breakfast for £3.**
- **Tea club** is either **3:30 p.m. until 4:30 p.m. including a light tea for £6** or from **3:30 p.m. until 4:00 p.m. without a light tea for £3.**
- All snacks and refreshments are included in the fees for breakfast club and tea club.

Charges for 2 year olds

- The cost for a self-funded 2-year old place is **£8 per hour** taken over 15 hours a week, Monday to Friday. This equates to **£120 per week**, term time only.
- Funded and self-funded 30 hours are used across the week on Monday-Thursday 9:00 a.m. until 3:30 p.m. and Friday 9:00 a.m. until 1:30 p.m. **The cost for a child to stay until 3:30 p.m. on a Friday is £16.**
- **Breakfast club** is either from **8:00 a.m. until 9:00 a.m. including breakfast for £8** or from **8:30 a.m. until 9:00 a.m. without breakfast for £4.**
- **Tea club** is either **3:30 p.m. until 4:30 p.m. including a light tea for £8** or from **3:30 p.m. until 4:00 p.m. without a light tea for £4.**

Charges for dinner

If you choose for your child to have a dinner whilst they are accessing their funded hours, the cost is £2.20 per dinner.

Fees and payment policy

All fees should be paid using your ParentPay account. **We do not accept cash payments.**



You have the option to **pay weekly or monthly**. Weekly payments must be paid by every Friday and monthly payments must be paid by the last working day of every month.

We are happy to discuss payment methods with you privately and also give help, advice and support on aspects of help with childcare costs that you may be entitled to.

Arrears and debt policy

- Fees should be paid **weekly or monthly**.
- If you have chose to pay weekly, payments must be paid by every Friday.
- If you have chosen to pay monthly, payments must be paid by the last working day of every month.
- If you are experiencing financial difficulties in the payment of fees, then please contact the headteacher immediately so a mutual agreement can be made in the recovery of outstanding debts.
- If you have chosen to pay weekly or monthly and fees remain outstanding:
 - If payment is not received:
 - A first written reminder will be sent via letter and email (with read receipt) on the following Monday.
 - The reminder will request payment within 7 days.
 - Continued non-payment – if payment is still outstanding
 - A second written reminder will be issued requesting payment by Friday at noon.
 - This will be followed by a phone call by the deputy head to confirm expected payment date.
 - Parents/carers will be informed that if no payment is received by Friday at noon, provision for services beyond the EEE entitlement (top up, breakfast club, tea club, dinner) may be terminated.
- If parents/carers are experiencing financial hardship but would like to continue accessing facilities beyond the EEE entitlement, the headteacher will contact them to establish a mutually agreed payment plan, which includes:
 - Continued payment of weekly or monthly fees
 - An agreed percentage to repay outstanding arrears.
- Persistent non-payment
 - If fees remain unpaid after the above steps, a solicitor will be instructed to initiate formal proceedings to recover the debt.

Payment for unattended booked-in days

- Fees are payable for booked-in days and not actual attendance. This means that if your child is absent due to illness or any other reason, you still must pay in full for facilities beyond the EEE entitlement.



Late pick-up, early drop-off and penalty fees

- Please advise the nursery immediately if you will be arriving earlier or later than the prearranged time to pick up your child. It is the parents'/carers' responsibility to ensure that children are picked up at the end of the agreed session.
- It is important that you arrive on time to pick your children up. We will give a 10-minute grace period for late collections.
- If you are later than 10-minutes, you will incur a late pickup fee of £6 for 3-4 year olds or £8 for 2 year olds for each/part of the hour. After 4:30 p.m., a £25 fee will be charged for every 15 minutes.
- Failure to inform us of a late pick up will result in an emergency carer being contacted and late fees will apply.
 - If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff. If the nominated adult is not known to staff, then parents/carers will be asked to provide: the name, a description and a password known only by the nominated person and staff. The person nominated to collect must be over 16 years. In the event that someone else should arrive without prior knowledge, the nursery will telephone the parent/carer immediately.
- If you fail to collect your child and contact cannot be made, with you or the nominated person, within 30 minutes, we have a duty to follow emergency procedures and will contact CASS (Children's Advice and Support Service).
- Continual lateness for tea club may result in your child's place being terminated.

Termination of contract

- Should you wish to terminate your contract you should do so **in writing** providing us with a **minimum of 4 weeks'** notice.
- We understand that circumstances can change but **any changes outside of this agreement must be agreed with the headteacher and charges will still apply.**
- Castle Vale Nursery School reserve the rights to make changes to the terms and conditions of this contract with a minimum of 4 weeks' notice in writing.
- This contract will be ended by Castle Vale Nursery School with **immediate** effect if any of the following apply:
 - Verbal and/or physical abuse to any staff.
 - Failure to pay fees.
 - Continual lateness.

BREAKAGES AND DAMAGE TO SCHOOL PROPERTY

The School Governing Body reserves the right to seek reparation from parents where their children lose, break or damage school property.



By signing this you are agreeing to all of the terms and conditions as detailed in this contract.

Name of Parent/Carer:

Signature of Parent/Carer:

Date:/...../.....

Name and Job Title of Staff Member:

.....

Signature of Staff Member:

Date:/...../.....



Dinner Services and Fee-Paying Agreement

Child Name	
Parent/Carer name	
Date	

I would like my child to have (please tick one meal choice only)

<p>Paid school meal <input type="checkbox"/></p> <p>£2.20 per meal</p> <p>I understand that all meals need to be paid for by the last day of the month via Parent Pay. <i>Parent pay will be updated daily to keep you up to date with what you owe.</i></p> <p>I understand that I am liable to pay for each meal even if my child is absent that day.</p>	<p>Free School meal <input type="checkbox"/></p> <p>If you think that your child is eligible for free school meals please enter the link below to apply and provide us with the eligibility code. https://apply.cloudforedu.org.uk/oeyp/birmingham/apply</p> <p><u>Eligibility code:.....</u></p> <p>If you are not eligible with a provided code you will have to pay for your child's school meal.</p>
<p>Packed lunch <input type="checkbox"/></p> <p>I understand that a packed lunch must be provided every day for my child.</p> <p>I agree to adhere to the Start Well healthy packed lunch guidelines for my child's packed lunch. <i>Examples of this will be sent out.</i></p>	
<p>Parent/Carer Name</p> <p>Signed.....</p> <p>Date.....</p>	

I understand that that I will still be charged for a school meal if my child is absent due to illness or other reasons

*Dinner services and fee-paying agreements will be reviewed on a half-termly basis. We understand that circumstances can change but **any changes outside of this agreement must be agreed with the headteacher and charges will still apply.***



Extended services for wrap around fee-paying agreement

Name of Child:

Name of Parent/Carer:

Please tick which sessions you require

	Monday	Tuesday	Wednesday	Thursday
15:30 – 16:00				
15:30 – 16:30				

	Friday
13:30 – 15:30	
13:30 – 16:00	
13:30 – 16:30	

I do not require any after school wrap around sessions

I understand that that I will still be charged if my child is absent due to illness or other reasons

Parent/carer name

Signed

Date

If you are using childcare support to help pay for fees, please let us know.

*Extended services and fee-paying agreements will be reviewed on a half-termly basis. We understand that circumstances can change but **any changes outside of this agreement must be agreed with the headteacher and charges will still apply.***



Childcare support for Extended services

Name of Child:

Name of Parent/Carer:

Date:

If you are receiving childcare support to help pay fees for extended services, please make sure you have completed the relevant fee-paying agreements.

If you are eligible for tax-free childcare, you can get a £2 top-up for every £8 towards the cost of childcare. Please let us know if you are using this as we will need to match your account to our records so we can successfully receive payment.

If you are eligible for a childcare grant, they will pay up to 85% of your fees and then you will pay the remaining amount e.g. 15%. We will invoice you the whole payable amount, and then we will invoice you separately for the remaining amount. Please let us know if you are using this to pay as we will need to match your account to our records so we can successfully receive payment.

If you are eligible for childcare through universal credit, you will need to pay for all childcare costs yourself. You will then report the costs through your universal credit account and will be paid up to 85% of the money back in your next universal credit payment.

Please tick what childcare support you are using and what you are using it for.

I am using:	To pay towards:
Tax-free childcare <input type="checkbox"/> Childcare grant <input type="checkbox"/> Universal credit <input type="checkbox"/>	Breakfast club <input type="checkbox"/> Tea club <input type="checkbox"/> Dinners <input type="checkbox"/> Top up <input type="checkbox"/>