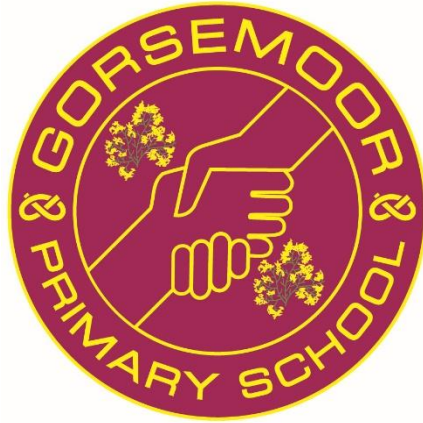




*Growing together, hand in hand*

# Nursery Charging and remissions Policy

September 2025

|                                            |                 |
|--------------------------------------------|-----------------|
| <b>Audience:</b>                           | Governors/Staff |
| <b>Frequency of Review:</b>                | Annually        |
| <b>Post-holder responsible for Review:</b> | Nursery Manager |

## Aims:

At Gorsemoor Primary School, we are committed to enriching our pupils' early education through a broad range of high-quality experiences and opportunities that support both their academic progress and wider personal development. This policy outlines our approach to charging and remissions to ensure transparency, consistency, and fairness across all areas of nursery life.

We aim to provide clear and robust procedures that detail:

- The types of activities and services for which charges may be made.
- The timing and nature of any such charges.
- The circumstances in which voluntary contributions may be sought from parents and carers.
- The remissions and concessions available to ensure equality of access for all pupils.

This policy applies to:

- Enrichment activities and educational visits.
- Extended nursery provision outside of funded hours.
- Additional snack options, such as toast.

In our Nursery setting, we are proud to offer a high-quality early education to all 3- to 4-year-olds. We provide access to the universal entitlement of 15 funded hours per week, typically offered across five morning or five afternoon sessions.

Where families are eligible for additional support through additional government funding, children may access up to 30 funded hours of early education per week. No charges are applied for these funded hours. However, where children attend sessions beyond their funded entitlement, such as during our lunch club, charges are applied to cover staffing and additional supervision costs.

At Gorsemoor Nursery, children who access our full-time provision attend for a total of 33 hours and 40 minutes per week. As this exceeds the maximum 30 funded hours, a lunch club charge is applied to cover the additional time beyond the funded entitlement. This charge contributes towards staffing and supervision costs during the extended period of the day not covered by government funding.

All charges are reviewed regularly to ensure they remain fair, transparent, and in line with statutory guidance. Families will receive clear information about any applicable charges at the point of enrolment and throughout their child's time in the setting.

This policy sets out the charges applicable for:

- Nursery lunch club provision.
- Extended nursery sessions for families not eligible for the full 30 funded hours.
- School trips and enrichment activities across nursery.

It also explains the criteria for remissions and when voluntary contributions may be requested, in line with statutory guidance from the Education Act 1996 (Sections 449–462) and relevant updates from the Department of Education.

## Responsibilities:

The Governing Body of the School are responsible for determining the content of this policy and the Leadership Team is responsible for its implementation. This policy will be reviewed annually.

Staff are responsible for implementing the Charging and Remissions Policy consistently and notifying the Co-Headteachers or Office & Finance Manager of any specific circumstances that they are unsure about.

Parents and carers are expected to notify staff or the Office and Finance Manager of any concerns or queries regarding this policy.

## Definitions:

**Lunch club** – lunch club is a calm part of the day where children eat their packed lunches from home. Staffing is maintained at all times to ensure ratios are met.

**Charge** – a fee payable for a specifically defined service and activity.

**Community Facilities** – activities which the governors do not feel is of direct educational benefit to children at the nursery.

**Remission** – the cancellation of a charge that would normally be payable.

## Admissions:

At Gorsemoor Nursery, we do not charge an admission fee for children joining our setting. In line with the Department for Education's guidance and the statutory requirements set out in the Early Years Foundation Stage (EYFS) framework, access to early education places, whether funded for 15 or 30 hours, is free at the point of delivery for eligible children.

Our admissions process is clear, fair, and inclusive, ensuring that all children entitled to a funded place are able to access high-quality early education without financial barriers. Any optional or additional services, such as extended hours or lunch club provision are clearly communicated to families and are subject to separate charges, in accordance with this policy.

## Nursery Charges for 3- and 4-year-olds:

Gorsemoor Nursery is committed to delivering accessible, high-quality early education that supports the needs of children and their families. In accordance with the Department for Education's statutory guidance for Early Education and Childcare (effective 1 April 2025), we ensure that all funded provision is offered free at the point of delivery, and that any additional charges are clearly communicated, transparent, and optional.

## Early Access to Nursery Provision

In line with the flexibility allowed under the statutory guidance, we offer families the opportunity to access a nursery place from the date their child turns three, rather than waiting for the start of the next funding period. This provision is chargeable until the term after the child's third birthday, when their universal 15 hours of funded early education per week begins.

This allows families to opt into early provision, supporting transitions and early development, while ensuring full compliance with funding regulations. Charges for early access will automatically discontinue at the point when a child becomes eligible for funded provision.

Recent updates to Early Years funding guidance place a strong emphasis on ensuring that funded childcare is offered to parents without any mandatory charges. In response, we are making adjustments to how we provide our 30 hours of funded provision.

Our priority is to ensure that all families can access their funded entitlement in a way that best meets their needs, while continuing to deliver the high-quality early years education we are known for.

To support parents, we now offer two session types:

- **Option 1: 8:45am – 3:25pm** (this includes a small lunch club charge) This option exceeds the 30 funded hours, offering a full day of provision. A small lunch club charge will apply to cover the additional 40 minutes of care each day, which supports staffing and operational costs during this extended time. This will be invoiced termly and payments can be made through ParentPay or Tax Free Childcare accounts. A school-hours session, which includes a lunchtime period and therefore carries a lunch charge.
- **Option 2: 8:45am – 2:45pm (fully funded)** This session is **entirely covered** by the 30-hour funding, with **no additional weekly charges** to parents. (Please note: children attending this session will miss part of our afternoon curriculum, including enrichment activities that support wider learning, and our daily reading for pleasure sessions, which are valuable for building a lifelong love of reading.)

## Additional Hours – outside of funded sessions

Families who wish to access provision beyond their funded entitlement (15 or 30 hours) may do so through paid sessions. The following charges apply:

- Lunch Club (11:45am – 12:25pm): £4.00 per day (**Depending on the daily session you select from above**)
  - This session includes 40 minutes of additional provision per day, which is not covered by the 30-hour funded entitlement. Charges cover staffing and supervision costs, which are essential given the statutory staff-to-child ratios required for this age group.
  - Parents/carers are required to provide a packed lunch for their child.

- Additional Session (3 hours – Morning or Afternoon): £21.00 per session
  - This charge applies to families accessing more than their funded entitlement or to children not yet eligible for funding.

We strive to ensure flexibility in our session structures to meet individual family needs and can adjust attendance patterns where possible to reduce or avoid additional charges. – The first 15 hours of funding will be offered over 5 morning or afternoon sessions.

#### Daily Snack provision

The children in nursery receive the free fruit and milk daily. As an additional snack option, we offer toast at an additional cost of 25p per day. Parents and carers will order this termly via an online booking form and make payments in advance for the term. – **Families do not need to order toast; this is an optional extra.**

#### Payment and Invoicing

- All fees must be paid in advance, and termly invoices will be issued with clear payment deadlines.
- Payments can be made via ParentPay or through the Tax-Free Childcare scheme.
- Fees remain payable in cases of absence (including illness or holiday), as staffing costs are incurred to maintain your child's place.
- Late payments may result in additional administrative charges. The Nursery reserves the right to withdraw additional sessions if payments are not received.

The office team monitors all payments and works closely with families to offer support where needed, in line with our inclusive and transparent approach to charging.

### Nursery Charges for 2-year-olds

Gorsemoor Nursery is committed to providing inclusive, high-quality early education that meets the needs of children and their families from the age of two. In line with the Department for Education's statutory guidance on Early Education and Childcare (effective 1 April 2025), we ensure that all funded early education is offered free at the point of delivery, with no conditions attached to access. Any additional charges for optional services are made clear, transparent, and voluntary.

Recent updates to Early Years funding guidance place a strong emphasis on ensuring that funded childcare is offered to parents without any mandatory charges. In response, we are making adjustments to how we provide our 30 hours of funded provision.

Our priority is to ensure that all families can access their funded entitlement in a way that best meets their needs, while continuing to deliver the high-quality early years education we are known for.

To support parents, we now offer two session types:

- **Option 1: 8:45am – 3:25pm** (this includes a small lunch club charge) This option exceeds the 30 funded hours, offering a full day of provision. A small lunch club charge will apply to cover the additional 40 minutes of care each day, which supports staffing and operational costs during this extended time. This will be invoiced termly and payments can be made through ParentPay or Tax Free Childcare accounts. A school-hours session, which includes a lunchtime period and therefore carries a lunch charge.
- **Option 2: 8:45am – 2:45pm (fully funded)** This session is **entirely covered** by the 30-hour funding, with **no additional weekly charges** to parents. (Please note: children attending this session will miss part of our afternoon curriculum, including enrichment activities that support wider learning, and our daily reading for pleasure sessions, which are valuable for building a lifelong love of reading.)

From **September 2025**, the government is expanding access to funded childcare for younger children. This means that some two-year-olds will be eligible for government-funded early education under the following criteria:

#### Funded Entitlement for Two-Year-Olds

Families that are eligible for funding may receive:

- **15 hours of funded early education per week**, for **38 weeks per year**, available to working parents or those meeting existing criteria (e.g. low income or specific support needs).
- **30 hours of funded early education per week**, for **38 weeks per year**, for working parents who meet the extended eligibility criteria.

#### Additional Hours – outside of funded sessions

Families who wish to access provision beyond their funded entitlement (15 or 30 hours) may do so through paid sessions. The following charges apply:

- Lunch Club (11:45am – 12:25pm): £4.00 per day (**Depending on the daily session you select from above**)
  - This session includes 40 minutes of additional provision per day, which is not covered by the 30-hour funded entitlement. Charges cover staffing and supervision costs, which are essential given the statutory staff-to-child ratios required for this age group.
  - Parents/carers are required to provide a packed lunch for their child.
- Additional Session (3 hours – Morning (8:45-11:45am) or Afternoon (12:25-3:25pm)): £21.00 per session
  - This charge applies to families accessing more than their funded entitlement or to children not yet eligible for funding.

All fees are invoiced on a termly basis and have a payment due date applied. Fees are payable through ParentPay or Tax-Free Childcare accounts. Fees remain payable during absences in order to retain your child's place and cover staffing ratios in line with the EYFS statutory requirements for two-year-olds.

We strive to offer flexible provision that meets the needs of families and will support parents in understanding their eligibility for funding. For more information or support with funding, please visit the Childcare Choices website, <https://www.childcarechoices.gov.uk/> or speak to a member of staff.

#### Daily Snack provision

The children in nursery receive the free fruit and milk daily. As an additional snack option, we offer cereal at an additional cost of 25p per day. Parents and carers will order this termly via an online booking form and make payments in advance for the term. – **Families do not need to order cereal; this is an optional extra.**

#### Payment and Invoicing

- All fees must be paid in advance, and termly invoices will be issued with clear payment deadlines.
- Payments can be made via ParentPay or through the Tax-Free Childcare scheme.
- Fees remain payable in cases of absence (including illness or holiday), as staffing costs are incurred to maintain your child's place.
- Late payments may result in additional administrative charges. The Nursery reserves the right to withdraw additional sessions if payments are not received.

The office team monitors all payments and works closely with families to offer support where needed, in line with our inclusive and transparent approach to charging.

#### Lunch club:

At Gorsemoor Nursery, we offer a Lunch Club as part of our extended nursery provision. This additional session takes place over the lunchtime period and is not covered by government-funded hours, including the universal 15-hour and extended 30-hour entitlements.

Children who attend both the morning and afternoon sessions in one day receive 33 hours and 40 minutes of nursery provision across the week. This includes 40 minutes of additional time per day, which exceeds the maximum funded entitlement. As such, a charge of £4.00 for 3- and 4-year-olds and £5.00 for 2-year-olds, per day is applied to cover the staffing costs associated with this extra provision.

In accordance with the EYFS statutory framework, we maintain the appropriate adult-to-child ratios at all times. Given the higher staffing requirements for nursery-aged children, particularly during the lunch period, this charge ensures that we provide safe, high-quality care and supervision in line with regulatory expectations.

Parents and carers are asked to provide a nutritious packed lunch for their child to enjoy during Lunch Club. We are committed to supporting all families, and session timings can be adjusted, where possible, to reduce costs and offer flexible arrangements that best meet individual needs. All charges are reviewed regularly to ensure they remain fair, transparent, and in accordance with statutory guidance.

### Late payment fees:

In accordance with the Department for Education's statutory guidance for Early Education and Childcare, Gorsemoor Nursery is committed to ensuring that any charges for additional, non-funded services are fair, transparent, and do not create a barrier to children accessing their funded entitlement.

Parents and carers who choose to access additional nursery services—such as early access prior to funding eligibility, Lunch Club, or extra sessions beyond funded hours—will be invoiced **termly**. Each invoice will include:

- A clear breakdown of the charges.
- The payment due date.

Fees remain payable in the event of absence, including due to illness or holiday, as staffing arrangements are maintained to support each child's allocated place.

#### Late Payment Procedure

To ensure continuity of service and fairness across the setting, the following procedure will apply for late payments:

- If payment is not received by the due date shown on the invoice, a £5 late payment charge will be added to the invoice.
- A member of staff will contact the parent or carer to provide a reminder and offer support where needed.
- If payment remains outstanding **one week** after the due date, the late fee will increase to **£10**, and will continue to rise by **£5 for each additional week** that the payment remains unpaid (up to 4 weeks).
- Where payments fall significantly behind or no effort is made to settle outstanding balances, access to additional, non-funded sessions may be temporarily withdrawn until the account is brought up to date.
- If a child's nursery sessions have been reduced due to late or non-payment, these sessions cannot be increased again until all outstanding fees have been paid in full. – If a child's sessions are reduced due to late payment, we cannot guarantee that the original place will remain available. The vacated sessions may be offered to another family if required.

We understand that families may experience financial difficulties from time to time. In such cases, we encourage parents and carers to contact the school office as early as possible so that we can discuss possible arrangements or signpost support.

This approach ensures our nursery can continue to offer high-quality provision sustainably, while remaining in line with statutory guidance regarding the fair and proportionate handling of optional fees.

### Voluntary contributions:

Here at Gorsemoor Nursery School, we are committed to providing a broad, exciting, and enriching curriculum that includes educational visits, trips, and experiences that enhance children's learning and personal development.

When organising such activities, the school may invite parents and carers to make a voluntary contribution towards the cost. These contributions help us to cover expenses such as transport, entrance fees, and additional staffing where required.

In line with statutory guidance, we make it clear that:

- All contributions are entirely voluntary.
- No child will be excluded from a trip or activity because their parent/carers is unwilling or unable to make a contribution.
- Children whose families do not make a contribution will not be treated differently in any way.
- If the level of voluntary contributions received is insufficient to cover the cost of the visit, the school may need to cancel the trip.

In some cases, the school may subsidise the cost of visits to ensure they remain accessible for all pupils. We are committed to transparency and, upon request, parents have the right to receive a breakdown of how trips are funded.

The costs if any optional extra undertaken by any pupils whose parents/carers are unable to pay will not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Co-Headteachers.

### Nursery fund

At Gorsemoor Nursery, we are dedicated to delivering a rich and engaging early years curriculum that supports every child's development across all areas of learning. To enhance our provision, we invite parents and carers to make a **voluntary contribution** to our **Nursery Fund**. This fund helps to cover the cost of consumable materials and experiences that go beyond core funded provision, such as:

- Food tasting activities
- Baking ingredients and cooking sessions
- Additional sensory experiences (e.g. pumpkins, rice, pasta, foam, gloop, flour)

- Regular playdough making sessions

These activities form an important part of our learning through play approach and support the development of key early skills including communication, fine motor development, and sensory exploration.

Voluntary contributions are requested **half-termly**, and from September 2025, we have suggested the following donation amounts:

- **£20 per half term** for children attending **more than 15 hours per week**
- **£10 per half term** for children attending **15 hours or fewer**

These contributions are entirely **voluntary**. In accordance with statutory guidance:

- No child will be excluded from any activity or treated less favourably if a contribution is not made.
- All children receive the same high-quality experiences, regardless of whether a donation has been received.
- Where insufficient voluntary contributions are received, we may need to reconsider or scale back the delivery of certain activities, in order to ensure financial sustainability.

We greatly value the support of our families and aim to be transparent about how contributions are used to enrich the children's nursery experience. If you would like further information or support regarding Nursery Fund contributions, please speak with a member of our nursery team.

**\*\*This has been discussed at Governors, but not yet implemented\*\***

### Damage to nursery property and breakages:

Where school property has been wilfully, or recklessly, damaged by a student or parent the school may charge those responsible for some or all the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible. Whether or not these charges will be made will be decided by the co-headteachers and dependent on the situation.

### Inability or unwillingness to pay: Fees

Parents should only access additional hours where an hourly charge occurs if they can afford to do so. All parents will receive an invoice with a payment date clearly highlighted every half term, setting out the charges for the service being provided. A late payment charge will be added to the next half-term invoice if payment is not received on time.

The school office staff will check that all payments have been made on time and chase any late payments. They will ensure that parents are not allowed to develop a large amount of debt for their nursery fees.

Where parents are struggling to pay, a payment plan can be arranged under the discretion of the nursery manager and co-headteachers. Additional hours will be removed if parents cannot keep up with payments, so only funded nursery hours will be available.

In some circumstances, we may seek outside agencies to support us to receive payment for the services accessed.

### Inability or unwillingness to pay: Voluntary

Gorsemoor nursery is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### Remissions

In some circumstances, Gorsemoor Primary School may not charge for items or activities. This will be at the discretion of the Governing Body and will depend on the activity in question. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Co-Headteachers. Parents/carers who are eligible for the remission of charges will be dealt with confidentially. They should seek to contact the Nursery Manager, Inclusion Lead or Administrative Assistant in the first instance. The Co-Headteachers and Chair of Governors will authorise the remission of charges.

### Complaints:

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.