



# Goodway Nursery School

## Charging & Remissions Policy

Date policy adopted: July 2024

Signed:  
Chair of Governors

### Our school values

**Respect** - respecting children's rights, treating each other with dignity and valuing each person's individual identity

**Security** - creating an environment where children feel safe, both emotionally and physically, building their resilience through secure attachments

**Relationships** - encouraging kindness and developing relationships where children and families are listened to and feel valued

**Inclusion** - creating an enabling environment where children and families feel a sense of belonging and ensuring equality of opportunity for everyone

**Learning** - reflecting on our practice together, co-constructing learning with children and extending their learning by providing experiences that provoke curiosity and exploration

**Empowerment** - encouraging children to become confident and independent, equipping them to participate in decision making, resolve conflict and make positive choices

### We are a Unicef Rights Respecting School

**This policy links to the UN Convention on the Rights of the child:**

**Article 2: Non-discrimination** The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

**Article 3: Best interests of the child** The best interests of the child must be a top priority in all decisions and actions that affect children.

**Article 23: Children with a disability** A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.

**Article 28: Right to education** Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

**Article 29: Goals of education** Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

**Article 30: Children from minority or indigenous groups** Every child has the right to learn and use the language, customs and religion of their family, whether or not these are shared by the majority of the people in the country where they live.

**Article 31: Leisure, play and culture** Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

We are committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment.

## GOODWAY NURSERY SCHOOL

### Charging & Remission Policy

Goodway Nursery School provides a welcoming, stimulating and secure environment where children and families from all backgrounds and cultures are valued.

We respect children's rights, listening to children and putting their needs at the heart of our work.

Our inclusive school community works together to promote equality, encouraging and supporting each child to develop their potential and sense of identity. We develop our children's curiosity and challenge them to achieve their best and become self-confident and independent learners.

#### GENERAL PRINCIPLES

The Governing Body recognises the valuable contribution that a wide range of activities, including trips, visits and working with artists can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of children.

#### CHARGES

##### Top Up fees

We will offer only full 15 hours in addition (i.e. not one afternoon or day)

**3-4 Year olds:** £105 per week for additional 15 hours

**2-3 year olds:** £105 per week for 15 hours for 2 year olds who do not meet the criteria

The school will refund 6 hours when the school is closed for a day for staff training

We will ask parents to sign an agreement, which includes monthly payment with one month's notice in writing and no refunds.

##### Wraparound care

###### Morning session:

- o 8am – 9:00am @ £7:00 per session (including breakfast)

###### Afternoon session:

- o 3pm – 4pm @ £7 per session (including snack)

Wraparound care should be booked and paid for weekly in advance.

We use an online booking and paying system (School Money) where parents and carers book as and when required to meet their needs. This is capped at 12 children per session. Sessions must be booked by the Friday lunchtime, prior to the week required.

The school will refund the fee when the school is closed for a day for staff training

If a child is ill or does not attend any session that has been booked for them the full fee will be charged.

**Late collection of children**

The second time a parent or carer is more than 15 minutes late when collecting their child they will be charged £7 for after school club provision, plus £7 per additional 15 minutes or any part of 15 minutes.

This must be paid by the end of the week during which the late collection has occurred.

**Optional extras**

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 pupils 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 to farms, etc
- (iii) insurance costs;

Any remission arrangements for such activities will be at the discretion of the Governing Body.

**VOLUNTARY CONTRIBUTIONS TO SCHOOL FUND**

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 voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

A voluntary contribution of £2 per week or £10 per half term is suggested.

**BREAKAGES AND DAMAGE TO SCHOOL PROPERTY**

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

## Appendix 1

### Wraparound Care Agreement

#### Wraparound care is flexible and you can change your booking in advance (depending upon availability of spaces)

Please sign the following undertaking in respect of the Wraparound Care fees for you child at Goodway Nursery School:

- I agree to book and pay in advance through School Money
- I understand that if I do not pay my fees in advance I will forfeit my place.
- If my child is ill or does not attend any session that has been booked for them the full fee will be charged unless I have cancelled the booking through School Money
- I understand that I have to cancel a booking at least one day in advance.
- I agree that my child will not attend Wraparound Care for 2 days of first receiving antibiotics for a medical condition and 48 hours if experiencing sickness and/or diarrhoea.
- I understand that I should call 0121 464 3078 as soon as possible if I am running late.
- I understand that there is a **penalty payment** of £5 per child the second time I am more than 15 minutes late when collecting my child and that I will be charged £5 per additional 15 minutes or any part of 15 minutes.

Please remember that after 15 minutes it is our standard policy to put into action our procedures for late collection of pupils.

- Place required (Please circle):

**Morning session:**

- 8am – 9:00am @ £7:00 per session (including breakfast): **MON TUE WED THUR FRI**

**Afternoon session:**

- 3pm – 4pm @ £7:00 per session (including snack): **MON TUE WED THUR FRI**

- Required start date:

Name of parent/carer:

Name of child:

Allergies:

Dietary requirements:

Medical requirements:

Start date:

Signature of parent/carer:

Head Teacher's signature:

*Copy for parent/carer & copy paced in child's file*

## Appendix 2

### Top Up Fees Agreement

Goodway Nursery School offers 15 additional hours each week i.e. not individual or part days

£105 per week for additional 15 hours

The school will refund 6 hours when the school is closed for a day for staff training

Please sign the following undertaking in respect of the Top Up Fees for your child's place at Goodway Nursery School.

I agree to pay 4 weekly in advance.

I agree to give one month's notice in writing if I wish to give up my child's place, and that no refunds will be given.

The school will refund £42 (6 hours) when the school is closed for a day for staff training

I understand that no refunds will be given for non attendance or ill health.

I understand that if I do not pay my fees one month in advance I will forfeit my place.

Name of parent:

Name of child:

Date:

Signature of parent:

Head Teacher's signature:

*Please retain one copy for your information and return one copy to the school.*