

Broomwood Primary School

Policy for charging nursery top-ups/lunchtime provision

At Broomwood Primary School we offer the free entitlement of 15 hours to nursery aged children, irrespective of background or family circumstances (see admissions policy). We now also offer an additional 15 hours provision for working parents based on certain eligibility (see our admissions policy for further details). In addition to these funded places we offer 'top-up' provision to provide more opportunity for parents to return to work, education or training. This will support families in reducing the impact of poverty.

Policy aims: We want to ensure that:

- our charges are fair and affordable, which will be regularly reviewed
- we do not profit from the top-up/lunchtime provision service nor does the service impact negatively on our budget
- all parents are clear about the charges; what the charges cover and what will happen if the contractual agreement, that is signed up to, is not adhered to
- 'free' entitlement is always a priority and that the nursery admission policy is implemented so that top-ups are offered first to those children living within the catchment area, and that this service works to support the needs of our community.

Charging for Top-ups and what it includes:

Top ups will cost £70.00 for five afternoon sessions. (This price is subject to change annually, dependent on other cost increases). It would be preferred that parents agree to a whole week of top-up sessions, however at the discretion of the headteacher, these can be reduced to a minimum of three sessions per week, thus the charging would work at £14.00 per day. The price determined for the top-up sessions has taken into consideration all of the costs included in the running of the nursery. This has been completed in conjunction with the LA. As all children who require the top-up service will be allocated a morning place, the cost includes the following: Cover for the children from 11.30- 12.30 over the lunch-time break; the teaching session in the afternoon until 3.30. Within the afternoon, the children will be fully integrated into the nursery class which they are familiar with.

Charging for lunchtime provision and what it includes:

Lunchtime provision will cost £12.50 per week. (This price is subject to change annually, dependent on other cost increases). As the day is split into a morning and afternoon session there will be a charge of £2.50 a day to provide cover over the lunch period. If you do not want to pay this charge you will be free to collect your child at 11.30 after the morning session and bring them back to school at 12.30 for the afternoon session.

School Lunches

There will be an additional cost of £2.10 a day if you would like your child to have a school lunch. Alternatively your child could bring a packed lunch each day (this must conform to our schools healthy eating policy).

Timing and breakdown of the payments:

- All payments must be paid in **advance** on the 1st of every month. There maybe some flexibility with regards to paying on this date; however this must be agreed with the school office and it must be the same date of every month. At the start of the academic year, in September, payments must be given on the 1st if you require top-ups straight away. The payments can be cash, given to the school office, or a cheque made payable to: Broomwood Primary School

For Top Up

- ❖ The breakdown of payments is based on £14.00 a day and is calculated on the number of sessions per individual calendar month. For example in September 2017 there were 20 sessions available between 4th and 30th September therefore the amount payable for full time top-up provision will be $20 \times £14.00 = £280.00$ Where as the number of sessions available between 1st and 31st October was $17 \times £14.00$ sessions therefore the cost will be £238.00
 - ❖ Top-up requirements need to be agreed half a term in advance. If requirements change, we will work out the difference in payment based on £14.00 a day and reduce or increase the next requirement accordingly.
- Payments will be required even if the child is off due to sickness or for a holiday
 - Invoices will be sent out approximately two weeks before the payment is due and the terms will state that payment needs to be received by the 1st of the next month or the date agreed with the school office.

Non-payment of fees:

- Payment of unpaid fees will normally be pursued through a small claims court.

If payment has not been received by the first of the month or the date agreed, and no contact has been made with the office, then the sessions will be cancelled immediately and any monies owing must be paid in full or this will be pursued through a small claims court.

All parents/carers requiring top-up sessions will be required to agree to a contractual agreement with the school (appendix A).

All parents/carers requiring 30 hours will be required to agree to a contractual agreement with the school (appendix B).

Appendix A:



**Broomwood Primary School
Nursery top-up contractual agreement**

I have read the charging policy and I agree to the following:

- All payments must be made in advance on the 1st of every month or on a consistent date, agreed with the school office.
- I still have to pay if my child is absent from school with sickness or for a holiday.
- I understand that the payments are based on £14.00 a day and are spread over eleven calendar months, excluding August.
- I understand that my top-up requirements will need to be agreed a half term in advance with the school.
- I understand that if I do not pay on time then my top-up place will be terminated and that payment maybe pursued through a small claims court.

Name of child.....

Date of birth.....

Signed.....

Print name.....

Appendix B:



**Broomwood Primary School
Lunchtime Provision contractual agreement**

I have read the charging policy and I agree to the following:

- All payments must be made in advance on the 1st of every month or on a consistent date, agreed with the school office.
- I still have to pay if my child is absent from school with sickness or for a holiday.
- I understand that the payments are based on £2.50 a day and are spread over eleven calendar months, excluding August.
- I understand that if I do not pay on time then my provision place will be terminated and I will be required to collect my child at 11.30am and return them to school for afternoon session and that payment maybe pursued through a small claims court.

Name of child.....

Date of birth.....

Signed.....

Print name.....