



## Charging Policy in Connection with Extended Services at Hindley Nursery School

### **1.1 General**

The fee structure will be reviewed around May each year for implementation at the start of the next academic year. The amount due will be stated on the acceptance letter when the child is registered for that year.

From the 1<sup>st</sup> September 2019, to purchase an additional 3 hour session will be £12.50

Lunch Club £3.50

Additional end of day session £3.50

Acceptance letters will be issued with Parental Agreements showing a breakdown of the weekly charges. No further invoices will be issued. Parental Agreements must be signed and returned to the Nursery on or before the first attendance. Once signed the Parental Agreement will remain in force for any extended services accessed at the Nursery, subject to a revised agreement around May each year.

### **1.2 Procedures for Fee Collection**

Fees are payable weekly, one week in advance. The preferred method is by cheque. Cheques should be made payable to Wigan BC Hindley Nursery School. The amount stated on the letter should be paid to the office at the beginning of each week. In the event of any changes to the service an amended letter will be issued.

Children must be collected at the correct time. Failure to do so may result in the removal of your additional sessions.

### **1.3 Failure to Pay Fees**

Payment is due for all sessions booked, regardless of absences. In the first instance the Nursery has the responsibility for recovering any overdue amounts.

Please refer to the Nursery Debt Management Policy.

There is however, still the flexibility whereby the Headteacher, can review individual cases and take individual circumstances in to consideration in a sensitive way, but this must happen at the earliest opportunity, usually before the one week stage is reached.

Date: ..... 13.5.19 .....

Signed Chair of Governors: ..... *[Signature]* .....

Reviewed	April 2014	March 2019
	April 2015	
	April 2016	
	April 2017	
	March 2018	

# REMISSIONS POLICY IN CONNECTION WITH EDUCATION

At **School**

## 1. General

- 1.1. Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for remissions in connection with Education at that school.
- 1.2. This policy also reflects the advice issued to governing bodies, school leaders, school staff and local authorities by the DFE "Charging for School Activities" (November 2013).
- 1.3. This policy sets out the circumstances in which the governing body propose to remit (in whole or in part) any charge which would otherwise be payable to the governing body in accordance with the Charging Policy.

## 2. Remissions

- 2.1. There will be complete remission of any charges otherwise payable in respect of board and lodging provided for a pupil on a residential trip if the education provided on the trip is in respect of any visit that takes place during school hours; on any visit that takes place outside of school hours if it is part of the national curriculum or part of a syllabus for prescribed examination that the pupil is being prepared for at the school, or part of religious education and the parent of a pupil can prove that they are in receipt of certain state income benefits.
- 2.2. The parent of a pupil will be exempt from paying the cost of board and lodging if they are in receipt of the state income benefits at any time during the time spent on the trip.