

## Charging Policy

### Introduction

This policy has been compiled in line with DfES requirements and in accordance with London Borough of Waltham Forest's Financial Regulations. The LEA or governing body may not charge for anything unless it has drawn up a statement of general policy on charging.

Low Hall Nursery School and Children's Centre is committed to ensuring that services and activities are cost effective, best value for money, sustainable and accessible to all families in the local community.

### Nursery School and extended daycare

Key facts/responsibilities include:

- All 3 and 4 year-olds are entitled three free hours of education per day.
- Where the school cannot levy charges, and it is not possible to offer additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of trips. Children may not be treated differently according to whether their parents have made any contribution in response to the request or invitation. However if there are insufficient contributions to make the activity possible, the activity may be cancelled.
- Whilst trips may be free to nursery children if funds are available, if parents or siblings wish to attend a charge is applied.
- The Governing Body may wish to remit in full or in part the cost of 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. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.
- The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying an Ofsted report.
- A voluntary contribution of £1 per week is requested towards the school fund. This fund is used to subsidize school trips and contribute towards the costs of snacks and celebrations.

### Additional information - extended daycare

- Parents will be charged for all childcare, over and above the child's entitlement i.e. fifteen hours per week across 38 weeks at rates agreed by the Headteacher, Finance Committee and Governing Body.
- Fees are set annually (see table below for charges for 2014-15). A cost of living increase is applied each year in line with inflation.
- Meals are included in the fees

## Extended services activities

LHNSCC's acknowledges that:

- many local families are on low income or in workless households
- if families attend a few sessions over course the of week costs can add up
- if families have more than one child under five costs add up more
- charges need to be in line with other local provision.

The following considerations are taken into account when determining a charge for an activity:

- the costs of running the activity
- whether the activity's run by core staff or an external provider
- whether the activity aimed at a particular target group for whom cost may either not be an issue or conversely be an added disincentive for a family to attend
- whether the activity is oversubscribed
- the charges made by other Children's Centre for a similar activity to ensure some consistency
- the reason for the group e.g. is it to draw in particular groups who may be not currently be accessing services to give information on a particular issue?

**Welcome vouchers** are available for families who are not accessing activities because of financial hardship or for vulnerable families not accessing services to act as an incentive to 'taste' what's on offer. They are issued by key staff after discussion with individual families who would generally be receiving additional support. They are valid for a one month period and then reviewed.

## Children's Centre Outings

- Charges vary according to the nature of the outing. Where local outings are made using public transport parents are generally asked to purchase their own tickets.
- The Centre may cover the transport costs for trips for specific groups e.g. women's support group.
- In the event of a coach being hired for an outing parents will be asked to pay a contribution towards costs. However if an individual family is experiencing particular financial hardship costs may be waived or reduced at the discretion of the Children Centre Coordinator.

See table below for activity charges for 2014/15

**This policy was agreed by Low Hall Nursery School & Children's Centre Governing Body on**

**Date Ratified by Full Governing Body :**

**Signed** ..... **Chair of Governors**

**Due for review (date):**

## LHNSCC Charges 2014 -15

<b>Nursery education and childcare</b>	<b>Hours</b>	<b>Cost per week (October 2014)</b>	<b>Staff</b>
Full day care without FNEG	8am – 6pm	£214.75	
Full day care with FNEG	8am – 6pm	£162.50	
Half day care without FNEG	1pm – 6pm	£109.75	
Half day care with FNEG	1pm – 6pm	£57.50	
<b>Family activities Holidays</b>	<b>Hours</b>	<b>Cost per session</b>	<b>Staff</b>
Family activities (e.g craft, stretch & grow, cooking, toddler time, trips)	1.5 hrs per session	£1 1 <sup>st</sup> child 50p siblings	2 Family support workers
<b>Children Centre Paid Activities</b>			
Dad's club	2hr	£1 family	2 Family Support Workers
ESOL	4hr a week	£20 per term <b>plus</b> £15 for crèche	1 service provider + 3/4 crèche staff
	2 hrs a week	£15 per term <b>plus</b> £10 crèche	
Let's get cooking /integrated with stay and play	1hr 30 mins	£1 per session	Dietician and 2 Family Support Workers
Music and movement x 3	1hr	£ 1 per family	1 Family Support Worker
Physical Play	1.5 hrs	£1 per family	1 Family Support Worker
Stay and Play	1hr 30 mins/ 2hrs	£1 family	2 Family Support Workers
Sensory play	1 hour and 30 minutes	£1 per family	2 Family Support Workers
<b>Children Centre Free Activities</b>			
Breast feeding group	2hr	Free	1 midwife + peer support
New Parents Group	2hr	Free	1 PCT staff
Rhyme time	45 mins	Free	Nursery nurse/FSW
Parenting group	1.5 hrs	Free	ORW 2-3 crèche workers
Storytime and Rhymes X2	45 mins	Free	1 Family Support Worker
Young parents group	1.5 hrs	Free	2 Family Support Workers