



Wheatley Nursery School

WNS Charging and Remissions

This policy will be reviewed as per the review schedule set by the Governing body or in accordance with policy updates issued by Oxfordshire County Council (whichever is sooner).

Lynn Wong

Signed by Chair of Governors.

Date: November 2021

Policy on charging for and remissions for school activities

Wheatley Nursery school believes that all children should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The policy identifies activities for which:

- voluntary contributions may be requested
- charges will be made
- charges will not be made
- charges may be waived

Voluntary contributions

Separately from the matter of charging, we may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that children of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.

When any trip is arranged parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

Optional Extras

Charges may be made for optional activities that are known as 'Optional Extras'. Any charges made will not exceed the actual cost (per pupil) of provision.

It is the policy of Wheatley Nursery school that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Charges will/may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them</i>	e.g. a clay model – a charge to cover the cost of the clay.
Charges will be made for any deliberate damage to school property	The charge will not exceed the actual cost
Charges will/may be made for transport in connection with a school trip	The charge will not exceed the actual cost
Charges will be made for any hours booked in Wheatley Nursery School for 3-4 year olds over the 15 hours per week early education entitlement	Sessions will be invoiced at the start of each term. Fees can be settled by cash, cheque, BACS, childcare vouchers or an employer salary sacrifice scheme
Charges will be made for any hours booked in Wheatley Nursery School for 2 year olds who are not eligible for 2 year old funding	Sessions will be invoiced at the start of each term. Fees can be settled by cash, cheque, BACS, childcare vouchers or an employer salary sacrifice scheme
Charges will be made for any session at Wheatley Nursery School breakfast club for children from 2-5 years old	Sessions will be invoiced at the start of each term. Additional sessions may then be booked but must be prepaid.

Where charges are not paid within the time period specified by Wheatley Nursery School, and the Remissions Policy does not apply, the schools reserve the right to withhold the service until payment is made.

Remissions

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.

Wheatley Nursery School:

Children for whom the school receives Early Years Pupil Premium or Two-year old funding will qualify for remission. Children may be entitled to this funding if the parent receives any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
- When any visit is arranged, parents will be notified of the policy for allocating places.

General Information

Wheatley Nursery School is a maintained nursery under the control of the local authority. The nursery provides provision for mainstream and special needs pupils in a building adjacent to John Watson School.

We are able to offer provision for three year olds to reception age children in nursery school and separate two year old provision in Little Windmills which is located within our nursery building. The current capacity for each session in nursery school is 52 plus 12 spaces available for two year olds in Little Windmills.

We are open for 10 sessions each week. Monday to Friday 9:00 -12:00 and 12:00-3:00 term time only (38 weeks a year).

We offer provision either as a funded place and/or directly financed by the parent. As a maintained nursery school our funded hours requirement differs from other providers. If your child has funded hours these hours have to be used at Wheatley Nursery and cannot be split across another provider.

- 15 funded hours for two year olds. Please see below for further details.
- sessions for two year olds who do not receive funding
- 15 Hour universal entitlement for 3-5 year olds
- 30 hour extended entitlement for 3-5 year olds. Please see below for further details.

Government Funding

Two Year Funding

Two year funding providing 15 hours of nursery provision is available in Little Windmills. This is dependent on your personal circumstances. Parents must apply directly through OCC for this funding. Further information about applying for a funded place can be found by following the hyperlink below:

oxfordshire.gov.uk: free early education for 2 year olds

Three Year Funding

Three year funding providing 15 hours of nursery provision is a universal entitlement, all children receive this. An additional Extended entitlement for children of working parents so some children are entitled to 30 hours funded sessions.

Further information can be found by following the hyperlink below:

oxfordshire.gov.uk: free early years education for 3 and 4 year olds
[Childcare choices Website](#)

Early Years Pupil Premium

In order that we can get additional funding for your child through Early Years Pupil Premium Funding we require the following information from all parents with parental responsibility:

- NI Number
- Date of Birth
- Surname

These claims have to be made in advance of each term and prior to your child starting. It is important that you provide us with the code as soon as you receive it. It is not possible to backdate claims to OCC, so if you are unable to provide us with a code we will have to invoice you for any sessions your child has taken. If you are not eligible for two year or extended entitlement funding then we are able to provide places which are invoiced directly to parents according to the fees information below.

We adhere to OCC's admission policy as included below:

[Wheatley Nursery School Admissions Policy](#)

Sessions and Fees

Provision	Sessions	Times	Pre-booked	Ad Hoc + £2:00
Holiday Club	Full Day	9.00-4.00	£35.00	
	AM session	9.00-1	£20.00	
	PM session	1.00-4.00	£20.00	
Breakfast club		8.00-9.00	£5.00	£7.00
After school Club	Under 3s	3.00-6.00	£13.00	£15.00
	Over 3s	3.00-6.00	£11.00	£13.00
Nursery school (3-5 yr olds)	AM session	9:00 - 12:00	£14.00	£15.00
	PM session	12:00 - 15:00		
Little windmills (2 Yr olds)	AM session	9:00 - 12:00	£15.00	£17.00
	PM session	12:00 - 15:00		

Windmills Wraparound Fees and charges for John Watson School and Wheatley Nursery School staff

As a result of the federation and collaboration between John Watson and Wheatley Nursery Schools certain staff benefits are available.

John Watson School and Wheatley Nursery School staff can benefit from a 25% reduction of the Wraparound Care standard fee.

John Watson School staff with children who use Wheatley Nursery School windmills Wraparound can enjoy the benefit of up to 15 minutes child care either side of their working day to enable them to get to and from their place of work on time.

This should be recognised as a maximum. Staff should make every effort to keep this benefit to a minimum by

- The days attending need to be agreed in advance and are only for use of staff,
- If staff are able to drop children later or collect them before the 15 minutes they should do so,
- the end of the day late collection should only apply to staff deployed at secondary only
- if a staff member is not working in JWS or WNS for any reason this benefit is not available

If a child is in Windmills Wraparound for more than 15 minutes then the entire session will be charged for.

Payment of Fees

Payment deadlines are; Invoices are sent on the first working week of each Month and must be made in full within 7 days.

Payments are accepted by Cash, Cheque, BACS payment or Childcare vouchers. Cash or Cheque payments should be paid using an envelope with your child's name clearly displayed.

BACS payments can be made by sending payment to Wheatley Nursery School using the details below:

- Bank: Lloyds Bank
- Sort Code: 30-00-02
- Account Number: 01012938

We accept payment by childcare voucher and are registered with a number of voucher providers. Please advise of the company you will be using and where possible we will make arrangements to accept their payments.

- The Parent Notification of Voucher Scheme form must be filled in and returned to the nursery administrator.
- For children claiming the Government Nursery Funding, the entitlement is deducted termly from your invoice.
- Extra ad hoc sessions can be booked if there is availability. These must be paid for at the time of booking.
- The nursery closes for school holiday in line with Oxfordshire County Council agreed dates and are displayed on the website at <http://www.wheatleynurseryschool.org/news-events/term-dates-2014-15/>.
- We cannot refund fees and they remain payable for non attendance due to planned holidays or sickness.
- If the nursery has to close due to unforeseen circumstances any missing sessions will be credited, to be offset against the next invoice.
- In the event of an organised nursery trip, session fees are chargeable.
- No charges are applied for INSET day closures.
- Fees are reviewed annually and parents will be notified of any changes in writing.

Parents must give 4 weeks' notice of their intention to reduce sessions or withdraw their child from the nursery. If a child is withdrawn with immediate effect then the parent is still liable for the four weeks.

Any queries regarding invoices or payments please contact the administrator, Anna Harries on 01865 452725 or preferably email wheatleynurseryschool@johnwatsonschool.org.

Late Payment of Fees

If at any time you are experiencing financial difficulties please discuss with the administrator to consider alternative payment options as soon as possible. We recognise our social responsibility to ensure families do not accumulate debt and will do anything we can to ensure this is avoided.

Fees must be settled within 7 days of invoice. Failure to make payment on time will result in the following action being taken:

- 7 days after invoices have been sent, a reminder will be sent advising that payment is required.
- If payment has not been received within 14 days of the original invoice, the school administrator will make contact and ask for immediate payment or agree to a payment plan to settle by the end of the month. It may be useful to consider ceasing extra sessions requiring additional payment at this time.
- Failure to pay in full or meet the payment plan by 1 month after an invoice will result in any extra fee paying sessions being ceased to prevent larger debts accumulating. For example, January fees not paid or payment plan not followed by the end of February will result in only funded sessions from the first day of March. Children will of course be able to attend funded sessions.
- Payment plans must be written so that the full debt is cleared as soon as possible, ideally by the end of the month and no later than the child leaves WNS

