



## **Charging Policy**

### **Ethos**

At Norcot Early Years Centre we recognise the valuable contribution that a wide range of learning opportunities can make towards children's education. We aim to promote and provide such opportunities both as part of a broad and balanced curriculum for the pupils of the Centre and as additional optional opportunities.

### **Aims**

- To ensure wraparound care and day care facilities are tailored to suit family requirements
- To ensure our charges are fair and consistent across the Centre.
- To ensure that the Centre has sufficient funding to provide educational activities for all children who attend the Centre.

### **Responsibilities of Governors**

- To agree this policy and review it on a regular basis.
- To monitor and support the implementation of this policy.
- To review the charges when necessary and approve other services for which charges may be made / voluntary contributions requested as circumstances dictate.

### **Responsibilities of Head of Centre**

- To oversee the implementation of this policy.
- To arrange for the necessary accounting and administrative procedures in accordance with Reading Borough Council's Financial Regulations

#### **Responsibilities of the Centre Business Manager**

- To ensure parents are notified of any changes/increase in fees, with a minimum of a months' notice.
- To ensure invoices are issued in a timely manner and queries are dealt with effectively.
- To pursue outstanding payments following the Centre's debt recovery procedure.
- To monitor the Centre's budget and liaise with the Governing Body and the Head of Centre

### **Responsibilities of Admin Staff**

- To be familiar with charges at the Centre.

- To liaise with parents about the payment of fees (e.g. when necessary, to remind parents that a fee is needed)

Remind parents of the opportunity to donate to School Fund and the use of this fund.

### **Responsibilities of Parents**

- To support, wherever possible, the learning opportunities that their children enjoy at the Centre. This could be achieved by:
  - Voluntarily contributing towards the Centre's fund
  - Helping out with certain learning opportunities/jobs that would otherwise need to be paid for by the Centre
  - To ensure that payment of any charges (fees etc.) due are paid at the correct time

### **Criteria for Success**

- Children and families show enthusiasm for the learning opportunities provided by the Centre
- When asked, that parents are happy that the charges asked to fund various learning opportunities, are reasonable
- The Centre is able to provide these learning opportunities without loss

### **Associated Policies**

- Finance
- Health & Safety
- Premises Management
- Security
- Safeguarding

**Policy Agreed: October 2020**

**Policy to be Reviewed annually by Finance Committee: October 2021**

## Appendix 1 - Terms & Conditions

- The Centre will request voluntary contributions from parents towards learning opportunities organised by the school during school hours
- The school will support the funding of certain learning opportunities. Subsidies may be available for children whose parents are unwilling or unable to make voluntary contribution
- The Centre may invite voluntary contributions towards the cost of ingredients, materials and equipment for items made at centre
- The Centre may make charges for breakages and damage to property, including broken windows and removal of graffiti
- If insufficient voluntary contributions are forthcoming for learning opportunities and insufficient subsidies are available, the Centre reserves the right to cancel the learning opportunities

**Nursery School - free entitlement.** Within the Nursery school the provision is funded for 15 or up to 30 hours per week.

### Waterside Day Care

There is a charge for all sessions in the day care centre. Please refer to our website [www.norcoteearlyyearscentre.co.uk/waterside-day-care](http://www.norcoteearlyyearscentre.co.uk/waterside-day-care) for details. The exceptions to this are:

- Children in receipt of 2yr old funding who are entitled to up to 15 hours per week. Wraparound care cost will apply (food, nappies etc.)
- Children in receipt of 3yr old funding who are entitled to up to 15 or 30 hours per week. Wraparound care cost will apply (food, nappies etc.)

### Charges for Additional Services

- Additional hours in the nursery school (known as Paid For Places)
- Extended services (Breakfast, Lunch, Snack and Tea Club & Holiday Club)
- Centre sweatshirts and t-shirts

### Parents may also be requested to pay the following:

- School Fund - £1 per week. This does not apply to Day Care parents
- Centre trips (amount determined for each trip)
- Reproducing documentation already issued (e.g. invoices and payment records) - £10
- Late fines - £10