



# Steel City Schools Partnership

## School / Nursery Charging Policy

|                     |                |
|---------------------|----------------|
| Responsibility      | Vice Principal |
| Date of last review | 01.09.2016     |
| Date of next review | 01.09.2018     |

***At Steel City Schools Partnership we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.***

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. However there are strict rules we have to abide by. Our charging policy, which has been agreed by Directors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

The Academy policy on charging for activities will aim to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer.

The Directors state that no profit is made on any day or residential trip or unless otherwise stated and best value is always sought to keep costs as low as possible.

### **Voluntary contributions for activities as part of the Curriculum**

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the Academy invites parents to contribute to the cost of the activity. All contributions must be by the due date. If we do not receive sufficient voluntary contributions, we may have to cancel the activity. Parents who are unable to pay can make an appointment with the Principal to discuss payment options.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the Academy. However, the Academy may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The Academy will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

### **Breakages & Fines**

The Directors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows
- Defaced, damaged or lost text books
- Any item damaged as a result of unsatisfactory pupil behaviour

### **Items sold by the Academy**

The Academy makes a number of items available for purchase by parents e.g. school uniform, P.E. kits, and book bags.

Costs are kept as low as possible and the Academy takes advantage of bulk purchasing opportunities. Any profits are directly reinvested for the pupils benefit e.g. school fund for fun activities and towards additional equipment.

### **Charging for copies of documents**

The Directors may make a charge, to cover but not exceed the cost of supply, when requested to provide copies of pupil records, policy statements, OFSTED Reports and other school documents to parents or other entitled persons.

***Steel City Schools Partnership aims to provide nursery education in an environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. SCSP is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs or abilities.***

### **Entitlement to Nursery Education**

Steel City Schools Partnership offers 2, 3 and 4 year olds the entitled 15 hours weekly, free Nursery education for 38 weeks per year, during term time. This free entitlement can be shared between more than one setting. Parents will be required to sign a parent/school contract stating when and where children are accessing their 15 hours free entitlement.

The 15 hour free entitlement can be made up using 5 x 3 hour morning or afternoon sessions, or full days subject to availability within each school setting. Additional sessions can be purchased on a termly basis subject to availability and the completion of a parent/school contract.

### **Admissions Policy**

- The responsibility for determining the admissions for nursery age children lies with the Directors of Steel City Schools Partnership.
- The Directors have agreed that any available sessions, over and above the 15 hours free weekly provision will be chargeable.

### **Additional Nursery sessions and charges**

- Additional 3 hour nursery sessions are subject to availability and will be allocated on a first come first served basis.
- Sessions are charged at £4.00 per hour and this charge will be reviewed annually.
- Additional sessions and charges will be outlined in the parent/school contract.
- Additional sessions must be arranged termly in advance in agreement with the school.

- A half term's notice will be required if parents wish to cancel additional sessions at the Nursery. SCSP reserves the right to charge a half terms fees should parents not provide this notice.
- Directors reserve the right to withdraw the option for additional sessions should attendance fall below 85%.

### **Payment Methods**

- Invoices for payment of additional nursery sessions will initially be issued half termly in advance and payment will be due immediately. Payment should be given in an envelope addressed with the child's name, along with the words, 'Nursery Fees'. Cheques should be made payable to the individual Academy, I.e. Fox Hill Primary, Mansel Primary or Montenev Primary.
- The Principal and Directors reserve the right to amend the frequency of invoicing.
- If a child is absent, refunds or reductions are not available. (Nursery costs do not reduce if your child is absent).

### **Payment Arrears**

- Any invoices not paid will become nursery fee arrears. Failure to pay arrears within 2 weeks may result in the child's additional sessions at the Nursery being withdrawn.

### **Cancellation of Contract**

- The cancellation of the 15 hour free entitlement sessions can be made at any time. Parents will be required to sign an updated parent/school contract.
- To cancel additional (charged) sessions a half term's notice will be required.
- Any permanently cancelled sessions will be made available to children on the nursery waiting list.
- Once additional sessions are cancelled school cannot guarantee re-instating them.