

Strong Close Nursery School

Charging and Remissions Policy

(From September 2026)

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the Local Authority policy and the DfE guidance

Definition

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

The school is open from 8.45am to 3.30pm for core funded hours and from 7.30am – 5.30pm Monday – Friday for extended fee-paying provision all of which runs 38 weeks per year (term time only). Where funded children's pattern of attendance includes staying for lunch, these lunchtime hours are included as part of the children's funded learning time.

Responsibilities

The Headteacher is supported in the implementation of this policy by the Business Manager and the Administration Team.

Staff are responsible for:

- Implementing the charging and remissions policy consistently, notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Items provided for free

All activities that are a considered part of the Statutory Framework for the Early Years Foundation Stage (2021) will be provided free of charge. This includes all materials, resources and curriculum enhancements.

Hours of Provision

15-hour options

(Funded and free of charge subject to Bradford Council Parental Funding Agreement)

Mornings **Afternoons**

Monday to Friday 8.45am to 11.45am
Monday to Friday 12.30pm to 3.30pm

30-hours

(Funded and free of charge, subject to eligibility criteria and Bradford Council Parental Funding Agreement)

4 days and one-half day

8.45am to 3.30pm x 4 days and one-half day session
either 8.45am to 11.45am or 12.30pm to 3.30pm
Alternatively, 30 hours over 5 days with no lunchtime provision can be offered.

Additional charges

Snack

£16 per term for 15 hours children
£23 per term for 30 hours children from September 2025
(voluntary contribution)

Lunchtime meal

£2.46 per day from September 2026 in order to align with Bradford prices. This will increase as and when the LA school meals service increase the charge.

To comply with the Early Years Foundation Stage curriculum for children to learn and experience healthy eating, our lunchtime is part of the funded teaching hours and therefore it is important that children have a hot healthy meal with recipes linked to the NHS' Better Health Healthier Families (see also our lunchtime and curriculum policies). 30 Hours provision can also be accommodated, as above, over five days with no lunchtime provision.

Free School Meals can be applied for and if not accepted we as a school will fund the lunch for any children with Disability Access Funding, Early Years Pupil Premium and Education for Two-Year-olds children that are not entitled to free school meals.

Fee Paying provision- (Additional school sessions are subject to capacity and are allocated on a minimum of 3 core half day paid sessions per week, termly where available)

- **Children moving before census** – As detailed on the Bradford Early Years Funded Hours Parent Agreement Form, if a child is registered at Strong Close Nursery School, then chooses to leave prior to census date, the school will not be able to claim the funding from the LA, for any hours the child has attended so far. Therefore, this will result in Strong Close Nursery School billing the parent/carer for the cost of the hours the child has attended already. The costs per week attended will be as follows: -

Under 3s unit 15 hours per week – cost £81.25 per week/ £16.25 per half day (3 hours) and £36.60 per full day (6.75 hours)

Under 3s unit 30 hours per week – cost £162.50 per week / £16.25 per half day (3 hours) and £36.60 per full day (6.75 hours)

Over 3s unit 15 hours per week – cost £70 per week / £14.00 per half day (3 hours) and £31.50 per full day (6.75 hours)

Over 3s unit 30 hours per week – cost £140 per week / £14.00 per half day (3 hours) and £31.50 per full day (6.75 hours)

Fee- paying prices from September 2025

Core funded school day 8.45am -3.30pm / core funded morning session 8.45-11.45am /core funded afternoon session 12.30-3.30pm.

From September 2025 any extended or fee-paying provision during the main core day will be allocated on a minimum of 3 core half day paid sessions per week where available. Sessions are offered termly where there is availability.

2-3 Years Term Time Only

(Fee- paying for children aged 2 and funded places for the term after the child turns 2)

From September 2025

Full week Monday to Friday	7.30am to 5.30pm	£220.00
Full day	7.30am - 5.30pm	£51.00
Full AM session including breakfast and lunch	7.30am - 12.30pm	£29.00
Full PM session including lunch and tea	11.45am - 5.30pm	£33.00
Full day core sessions including lunch	8.45am - 3.30pm	£35.75
Core AM session including lunch	8.45am - 12.30pm	£22.00
Core AM session no lunch	8.45am - 11.45am	£16.25
Core PM session including lunch	11.45am - 3.30pm	£22.00
Core PM session no lunch	12.30pm - 3.30pm	£16.25
Breakfast session only including breakfast	7.30am - 8.45am	£8.00
After school session only including tea	3.30pm - 5.30pm	£13.00

3-5 Years Term Time Only (term after 3rd birthday)

Full day	7.30am - 5.30pm	£45.50
Full AM session including breakfast and lunch	7.30am - 12.30pm	£25.00
Full PM session including lunch and tea	11.45am - 5.30pm	£29.00
Full day core sessions including lunch	8.45am - 3.30pm	£21.50
Core AM session including lunch	8.45am - 12.30pm	£19.50
Core AM session no lunch	8.45am - 11.45am	£14.00
Core PM session including lunch	11.45am - 3.30pm	£19.50
Core PM session no lunch	12.30pm - 3.30pm	£14.00
Breakfast session only including breakfast	7.30am - 8.45am	£7.00
After school session only including tea	3.30pm - 5.30pm	£11.00

There will be a £10 charge for late payments. The notice period for any fee-paying provision is 4 weeks.

Deposits- Initially to secure a fee-paying place a £50 non-refundable deposit is required, which will come off the first month's fees if the child has started. The first month's fees are required in advance.

Charges will be for term time only -38 weeks of the year. A monthly invoice will be issued at the beginning of every month. Fees include breakfast, snack, lunch and light tea if applicable. We reserve the right to implement fee rises and we will give one month's notice for this. Payments are

due within 10 days of receiving the invoice. Late payments could result in the childcare offer being withdrawn to avoid parents/carers getting into debt. If your child is ill charges still apply. On rare occasions and unforeseen circumstances, we may need to close the Nursery School. Closure will only be done as a last resort. Fees will be refunded if we cannot arrange alternative childcare.

Late Collections We are here to support parents/ carers when there are emergencies or unforeseen circumstances, however, where children are persistently picked up late there will be a meeting with the Headteacher to discuss any issues and overcome them e.g., pick up during our early pick-up time frames.

After the first 10 minutes of any late collection, it will be recorded in the late collection book, if this occurs up to three times then a charge of £10.00 per 15 minutes will be made thereafter for all late pickups, and parents will be informed after the second occurrence.

Voluntary contributions

Voluntary contributions may be sought for activities during the school day, which entail additional costs, for example educational outings and visits. In these circumstances no child will be prevented from participating because his/her parents/carers cannot or will not contribute, however if sufficient funds are not available it may be necessary to curtail or cancel activities.

Photocopying

A charge may be made for photocopying of any documents provided to parents and outside agencies at cost (including admin time), which is not related to school activities. We will not charge for the photocopying of any School policies.

Late payments/Non-Payments of fees -It is the school's policy to not encourage parents to get into debt. If there are continual issues with late/ unpaid fees this will result in changes to a child's place (e.g., non- payment of meal costs could result in a change to a morning or afternoon place). The school will make every effort to support and accommodate issues including payment plans but eventually we may have to recover any unpaid fees, through a debt recovery organisation.