



Nursery, Breakfast Club and After School Club Charging and Remissions Policy

Document history	
Status	Approved
Date approved	6 June 2019
Approved by	Resources and Premises Committee
Review date	June 2020
A copy of this document can be obtained from	The schools' network The schools' website
Related documents	
West Berkshire Council Nursery Admission Policy for Community and Voluntary Controlled Schools	
John Rankin Schools Nursery Admission Supplementary Information	
John Rankin Schools Charging and Remissions Policy	

This policy is effective from 1st September 2019.

John Rankin Schools Nursery, John Rankin Schools Breakfast Club and John Rankin Schools After School Club operates during West Berkshire Council School Term Dates. These can be found on the John Rankin Schools website.

The payment terms and conditions for any Parent/Carer accepting sessions for their child at John Rankin Schools Nursery and/or John Rankin Schools Breakfast Club and/or After School Club are included in this policy.

Allocation of a place is conditional on the receipt of a signed declaration agreeing to the terms and conditions of this policy. The declaration form can be found at the end of this policy.

Details of the various charges are given below. All payments are processed in line with the schools' Financial Management Policy and Procedures.

For Nursery sessions, please read this document in conjunction with West Berkshire Council Nursery Admissions Policy for Community and Voluntary Controlled Schools and John Rankin Schools Nursery Admission Supplementary Information document.

Government Funded Sessions for Two Year Olds and Government Funded Sessions for Three and Four Year Olds (Universal and Extended)

There are no fees or charges for these sessions.

Funded places are allocated on a term by term basis (Autumn, Spring and Summer). Once a place has been accepted, it is anticipated that the child will attend for the full duration of the term. A minimum of six weeks' notice is required to cancel a funded place, and the cancellation will be effective from the start of the following term.

Chargeable Nursery Sessions for Two, Three and Four Year Olds

Charges are approved by the Governing Board. The current charges are:

Session	Cost	Payable
Morning Session (8.50-11.50)	£18.00	Half termly, in advance of the first day of the half term
Afternoon Session (12.05-15.05)	£18.00	
All day – 2 Sessions (8.50 – 15.05)	£36.00	
Settling in session (1 hour)	£6.00	
Settling in session (1.5 hours)	£9.00	
Settling in session (2 hours)	£12.00	

Once the offered sessions have been accepted, there are no refunds for non-attendance.

Once the offered sessions have been accepted, a minimum of six weeks' notice is required to make a change. Failure to do so, would result in a £20 administration fee.

Nursery Voluntary Snack/Fruit Contributions

Healthy snacks are provided for the children during each session, and parents/carers are asked to make a voluntary contribution of 20p per session to help fund the purchase of these snacks. These payments are voluntary, but if an insufficient number of families are prepared to pay, the provision of snacks may be discontinued.

Please be aware that Childcare Vouchers cannot be used to make voluntary snack/fruit contributions.

Chargeable Breakfast Club Sessions for Three to Eleven Year Olds

Charges are approved by the Governing Board. The current charges are:

Session	Cost	Payable
Breakfast Club (8am until the start of school or nursery)	£5.00	Half termly, in advance of the first day of the half term

Breakfast Club does not offer any funded sessions (universal, extended or two year old) – all sessions are chargeable.

Once the offered sessions have been accepted, there are no refunds for non-attendance.

Once the offered sessions have been accepted, a minimum of six weeks' notice is required to make a change. Failure to do so, would result in a £20 administration fee.

Chargeable After School Club Sessions for Three to Eleven Year Olds

Charges are approved by the Governing Board. The current charges are:

Session	Cost	Payable
After School Club (until 4.30pm)	£5.50	Half termly, in advance of the first day of the half term
After School Club (until 6pm)	£11	Half termly, in advance of the first day of the half term

After School Club does not offer any funded sessions (universal, extended or two year old) – all sessions are chargeable.

Once the offered sessions have been accepted, there are no refunds for non-attendance.

Once the offered sessions have been accepted, a minimum of six weeks' notice is required to make a change. Failure to do so, would result in a £20 administration fee.

Payment Collection for Chargeable Sessions and Voluntary Snack/Fruit Contributions

Invoices are sent before the end of the half term, and include the following information:

- Invoice date
- Due date for the payment
- Sessions for which the charges are made
- Total amount due
- Details of how to pay

Invoices need to be paid on or before the first day of each half term.

If the invoice is not paid by that date, a written reminder will be issued within fourteen days of the due date.

If the invoice is not paid within 1 calendar month of the due date, the child's place at the chargeable sessions will be suspended with immediate effect, and an additional administration charge of £20 will be added to the amount owed.

The suspension of chargeable sessions would not impact any funded sessions that the child attends.

Once the debt has been cleared, the Executive Headteacher will consider reinstating the chargeable sessions, and communicate the outcome of this decision to the Parent/Carer in writing.

In the event of continued non-payment, the school will refer the case to West Berkshire Council Legal Services.

Late Collection Charges

Whilst John Rankin Schools supports working families and understands the difficulties of balancing work and family commitments, it reserves the right to charge additional fees for children who are collected late. The current charge is £5 for every 10 minute period that the child isn't collected. This charge is payable in arrears, and will be added to the next invoice.

Nappies and Wipes

Parents/carers are expected to provide nappies and wipes for their children. John Rankin Schools reserves the right to charge additional fees for children who do not have these. The current charges are 20p per day for wipes and 50p per nappy. These charges are payable in arrears, and will be added to the next invoice.

Charges and Voluntary Contributions for School Activities

Please refer to the John Rankin Schools Charging and Remissions Policy.

Staff Discount

John Rankin Schools are not able to offer a staff discount for the Nursery, Breakfast Club or After School Club. However, employees have the opportunity to purchase accepted childcare vouchers through a West Berkshire Council salary sacrifice scheme with Fideliti.

Remissions

The Executive Headteacher may wish to remit, in full or part, any charge made to Parents/Carers. Authorisation of remission will be made by the Executive Headteacher, in consultation with the Chair of Governors.



John Rankin Infant & Nursery School, Garford Crescent, Newbury, Berkshire, RG14 6EX
John Rankin Junior School, Henshaw Crescent, Newbury, Berkshire, RG14 6ES

Executive Headteacher: Mr F Rayner

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Nursery, Breakfast Club and After School Club Charging and Remissions Policy Declaration Form

Child's Name	
Child's Date of Birth	

I confirm that I have read and understood the John Rankin Schools Nursery, Breakfast Club and After School Clubs Charging and Remissions Policy, and that I agree to, and am bound by, the terms and conditions in this policy.

Parent/Carer's Name	
Parent/Carer's Signature	
Date	