



Charging and Remissions policy

Children aged three and four are offered 15 hours a week free nursery education, any other provision that is accessed over the 15 hours will be charged to parents.

See Appendix A

Children aged three and four are offered 30 hours (eligible parents only) a week free nursery education, any other provision that is accessed over the 30 hours will be charged to parents.

See Appendix A

BEYA offers two year old provision to children who are eligible for FEE2 funding which gives them fifteen hours free nursery provision. There is criteria that will have to be met to qualify for a funded place. This can be done online, either by yourselves or through a referral route. We also provide two year old places for fee paying families.

See Appendix A

BEYA offers fee-paying families baby provision from 6 months old

See Appendix A

The extended service at BEYA must be sustainable and to this end the charges in Appendix A will apply.

It is expected that parents will pay these fees from their own income, although families are entitled to apply for benefits and tax credits which may help with the cost of child care, or child care vouchers.

On receipt of application for extended day care, parents are issued with an agreement, detailing fees payable and the conditions of the service.

See Appendix B

The school will issue an invoice to parents via School Money which is payable through a variety of ways, childcare vouchers, debit or credit card payment. Monies cannot be taken for fees.

If parents have not paid after the final reminder then the facility will be withdrawn from the family and be offered to somebody on the waiting list, if they are unable to clear the debt.

If parents are regularly late collecting children from either the normal session or extended day there will be a charge of £1.00 for every minute after the agreed collection time.

School merchandise

Should parent/carers wish to purchase a school sweat shirt, Tshirt or bag for spare clothes, they should please speak to a person in the office so that they can tell you the cost of the items.

Extra-Curricular Activities

In the past the School staff have been prepared to organise and run school trips for the benefit of the children and their families. These outings usually take place within the framework of the school day (8.30am – 3.30pm). The Governors have always been happy to support such activities and very much hope that they will continue in the future.

As a result of the Education Reform Act, 1988, the whole question of charging for such activities has been somewhat changed from the established practice. It is now necessary for the School to make it absolutely clear to parents that any activities which take place in school time cannot be charged for.

The School, however, is permitted to ask parents for voluntary contributions towards the cost of school outings or activities.

The Governing Body wishes to support the continuation of school outings and visits and to encourage parents to support these activities by being prepared to make voluntary contributions in the way they have always done in the past. The School will attempt to continue its support to families for whom contributions are beyond their financial means. However, the Governing Body has to stress that funds are limited and it may not always be possible to carry out this intention. Profit will not be made from any voluntary contributions.

If insufficient contributions are received for a particular event or activity, then it may be cancelled.

Specialist visitors to the school, including drama and dance group, make a significant contribution to the education of the children. On some occasions requests for voluntary contributions towards the cost of arranging these visits will be made.

Remissions Policy

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Appendix A

	Breakfast 7.30-8.30am	AM 8.30-11.30	Lunch 11.30-12.30	PM 12.30-3.30	Tea1 3.30-4.30	Tea2 3.30-6.00
Brookhill Baby Room	£7.50	£22.50	£7.50 + £2.30	£22.50	£7.50	£18.00
2 year olds	£7.50	£22.50	£7.50 + £2.30	£22.50	£7.50	£18.00
3,4 year olds	£7.00	£21.00 (15 hour fee entitlement option Monday – Friday)	£7.00 + £2.30	£21.00 (15 hour fee entitlement option Monday – Friday)	£7.00	£17.50
30 hour offer Term time, 6 hours per day	£7.00	8.30-3.30 Monday to Friday Only lunch session is charged at £7.00 + £2.30 per day for hot meal			£7.00	£17.50
30 hour offer Term time, 6 hours per day	£10.50 (7.30-9.00am)	9.00-3.00 Monday to Friday £2.30 for hot meal per day			£10.50 (3.00-4.30pm)	£21.00 (3:00-6.00pm)
30 hour offer Term time,	£7.00	Monday – Thursday 8.30-3.30 Friday 8.30-11.30 *One hour free* £2.30 for hot meal per day			£7.00	£17.50
30 hour offer, stretched over 49 weeks, 5 hours per day – either early or late session is free	Free early session 7.30-12.30 , + £2.30 per day for hot meal			Free late session 12.30-6.00, + 30 minutes charge £3.50 per day		

Appendix B

Terms and Conditions,

- That the **fee is still payable** in the event of my child being sick or absent for any reason and that it is not refundable.
- Fees are payable monthly, in advance.
- Fees are payable in **full** from the day your child starts (There is no free settling in period)
- Fees must be paid within **2 weeks** of issue, or the school has the right to withdraw the Service.
- It is very important to arrive and collect on time and late collection is charged at **£5 for each 5 minutes** you are late
- If you wish to discontinue any of the above sessions, extra sessions, or holiday provision, you must write to us, giving a minimum of **4 weeks'** notice and you will be charged for these 4 weeks.
- The School will provide the highest quality care and education.
- I understand that failure to keep to this agreement may result in the loss of my extended day place