

# Charging & Payments Policy



The Governing Body of Oliver Thomas Nursery School adopted this Policy February 2022

Document review date:

## **Purpose of this policy**

To inform prospective and current parents and service users about charges that may be made by Oliver Thomas Nursery School and Children's Centre.

It is a statutory requirement to detail any charges that the school intends to make. Charges may be made for transport and other costs associated with taking children on educational visits.

For trips organised by the children's centre a charge is made to ensure that costs are covered but these charges will not exceed the actual cost of the trip. The cost of some trips will be subsidised by Early Years Pupil Premium funding for those children entitled to it.

## **Nursery education places**

In line with Newham's admissions criteria, we provide 15 hours of free nursery education for children the term after their 3<sup>rd</sup> birthday. We also offer 15 hours of free nursery education for eligible 2 year olds. To check whether your child is eligible visit [www.newham.gov.uk/twoyearoldchildcare](http://www.newham.gov.uk/twoyearoldchildcare)

Nursery education is a government funded entitlement and is paid directly to the school via the local authority funding system when a child begins nursery. Please refer to our admissions policy for further details.

## **30 hour places for 3-4 year old children of working parents**

A small number of free 30 hour government funded places are available for children of working parents or those who have special educational needs or disabilities when they are 3-4 years old. The children's day runs from 9.30 – 3.45 these timings mean that children are given 15 minutes extra nursery education per day so that classes are not disrupted for all other children as they would be if some children were collected at 3.30pm. The full nursery day runs from 8.45-3.45 and is a 35-hour week. Occasionally, to enable us to help our working families or those with complicated childcare needs, we allow a family to pay extra to enable a 30 hours child to start the school day earlier than 9.30am. The charge is £5 per hour. In some special circumstances, families have been able to pay for the extra 15 hours per week if their 30 hours code has not come through and won't until the following term. This would be a temporary arrangement and a temporary contract would be drawn up detailing these arrangements. In rare cases where a child is on a child protection plan we are able to provide the 30 hours for that child with children's social care paying the other 15 hours if deemed appropriate for the child to attend full time. We would work closely in partnership with external agencies in order for this to be put in place. We classify these as 'exceptional circumstances' and would need to be agreed by the headteacher in advance.

30 hours children are required to bring a healthy packed lunch. To check whether your child is eligible visit: [www.newham.gov.uk/30hoursfreehours](http://www.newham.gov.uk/30hoursfreehours)

### **Educational visits**

We arrange trips beyond the setting that may incur transport or admission charges. The size of this voluntary contribution is calculated by dividing the cost of the trip by the number of participants. The number of participants includes the parent accompanying a child.

### **Snacks and drinks**

Milk, water, fruit and healthy snacks are provided free on a daily basis.

### **Financial assistance**

If any family has difficulty in meeting any requests for payment, then it may be possible, in some circumstances, for the school to wholly or partially subsidise the activity. Applications for financial help will be received sympathetically and will be regarded as confidential. The decision to offer financial support for any of the above rests with the headteacher.

