

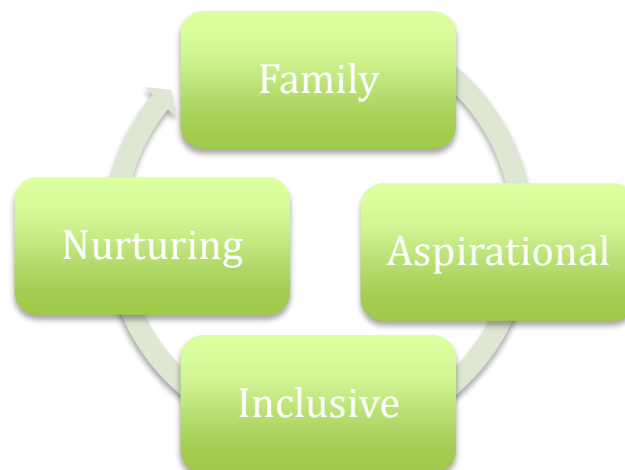


Tenterfield Nursery School

Charging & Remissions Policy

Based on Model Policy	Not applicable
Review body:	FGB
Date issued:	Oct 2025
Review frequency:	Every Year
Review Date:	Oct 2026
Target audience:	Parents

Values



Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for children and families with additional needs.

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1. Purpose

Tenterfield Nursery School is committed to providing equal access to high-quality educational experiences for all children, regardless of their family's financial circumstances.

This policy:

- Clarifies when charges and voluntary contributions may be applied.
- Outlines support available for families facing financial hardship.
- Aligns with the school's Equality Policy, EYFS Framework, and Educational Visits Policy.

This policy is based on the Department for Education's guidance: Charging for School Activities (May 2018).

2. Principles

- No child will be excluded from any activity due to inability or unwillingness to pay.
- Charges will only be applied where legally permitted or for optional extras.
- Voluntary contributions may be requested to enrich learning experiences.
- Financial support will be offered confidentially to families in need.

3. Definitions

- Charges: Fees for specific activities or services.
- Remissions: Waiving of charges that would otherwise apply.

4. Roles and Responsibilities

Governing Body:

- Approves this policy and any changes to charging arrangements.
- Monitors income from activities and wraparound care.

Headteacher:

- Proposes charges and approves voluntary contributions and remissions.
- Reports financial matters to the Resources Committee.

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Office Manager/Administration Staff:

- Maintains accurate records of payments and contributions.
- Oversees billing and debt recovery processes.

5. Charges and Remissions

5.1 No Charges

The school does not charge for:

- Education provided during school hours, including all curriculum-related resources.

5.2 Permitted Charges

Charges may apply for:

- Wraparound care, Holiday Club and optional extra-curricular clubs.
- Activities outside school hours.
- Late collection of children beyond agreed session times.
- Wilful damage to school property or equipment.

5.3 Remission of Charges

Families may qualify for full or partial remission if they receive:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (subject to HMRC conditions)
- Guaranteed State Pension Credit
- Or are identified by the school as being in significant financial need

All requests are handled confidentially and assessed individually by the Headteacher.

6. Voluntary Contributions

- Parents may be invited to contribute voluntarily to activities with additional costs.
- Contributions are optional; no child will be disadvantaged if a contribution is not made.

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- Contributions are calculated per pupil and do not subsidise others.
- Instalment plans may be offered for convenience.

7. Thirty-Hour Funding Eligibility

If a parent becomes ineligible for 30-hour funding and fails to notify the school in writing or by email, the school reserves the right to apply charges in line with current wraparound care rates.

8. Snack Donations

To support the provision of varied and nutritious snacks, we kindly request a donation of £2 per week, payable via Arbor. Options include:

- £12 per half term
- £24 per term
- £68 for the full year

9. Childcare Charges (Wraparound & Fee-Paying 2-Year-Olds)

Fee from January 2026: £8.50 per hour (£25.50 per session)

- Fees are reviewed annually by the Governing Body. Fees are in line with the Government's current hourly base rate for 2yr olds.
- Invoices are issued termly via Arbor and must be paid in full by term end.
- Staff children receive wraparound care during their working hours.
- Credits will be issued for exceptional closures (e.g., snow, staff illness).

10. Late Collection of Children

Children collected late without prior notice will incur the following charges:

Late Time	Charge
5–10 minutes	£5
10–15 minutes	£10
Over 15 minutes or after nursery closure	£30

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Charges will be added to your Arbor wraparound account.

11. Damage to Property/Equipment

Parents may be asked to cover the cost of wilful damage caused to school property or equipment.

12. Payment Procedures

- All payments (non-funded fees, voluntary contributions, childcare fees) must be made via Arbor.
- Payments are monitored, and reminders are issued for overdue accounts.

13. Monitoring and Evaluation

The Finance Committee will review:

- Activities generating charges
- Subsidies and remissions (anonymised)
- Wraparound and fee-paying income vs. Expenditure

14. Review

This policy will be reviewed every year or earlier if required by changes in legislation or financial circumstances.

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Appendix A



Tenterfield Nursery School Booking Agreement for Wraparound & Holiday Club

We aim to provide a high-quality wraparound service to meet the needs of parents and children.

To do this effectively:

- Parents will need to book their children onto our wraparound & Holiday Club sessions via the Arbor portal/App.
- We require all payments for bookings to be made in advance of the booking date. Therefore, the wraparound account on Arbor will need to be topped up before bookings can be made.
- Bookings are taken on a first come first serve basis, therefore we advise you to book promptly when bookings are released.
- Wraparound bookings will close 24 hours before the session begins.
For example: Breakfast club starts at 8am, therefore bookings must be made by 8am the day before.
If bookings are not made in time, your child will not be able to attend the session unless there are exceptional circumstances, which will be considered by the Headteacher.
- Holiday club bookings will close the day before the end of the term/half term. Our holiday club gets booked very quickly so we advise you book as soon as dates are released.
- We are not able to offer refunds or transfer any bookings once payment has been made, this will include any holiday/sickness/cancellations that have been taken in the term time. Hospital/medical appointments cannot be refunded, but a credit option will be considered by the head teacher.
- We do accept childcare vouchers and tax-free childcare, this will need be arranged via the wraparound Lead, Zara Borland. You will need to inform Zara via email (wraparound@tenterfield.herts.sch.uk) how much money you have transferred and which clubs/wraparound etc. you want the funds to be distributed to as once money has been credited to a club it cannot be transferred. The funds will then be added to the Arbor Wraparound account.
- If your child is not on our register, they will be unable to attend the session as it would take us over our staff to child ratio.
- Future bookings will not be authorised if there are any outstanding balances on your account.
- Fees will be charged as per the advertised rates (agreed annually by governors).
- We will be sensitive to financial needs and arrange a discussion with the head teacher regarding payment plan options.

To make this service work we ask parents to:

- Make payments in advance of the booking dates and settle their account by the end of each term.
- Parents must inform the nursery by emailing wraparound@tenterfield.herts.sch.uk if childcare vouchers are to be used, your account will not be credited until confirmation is received by email that payment has been made, stating by which method & the amount.
- Ad-hoc bookings may be made if there is availability showing on the app.
- For Holiday Club only: Drop off between 8am-9am and collect between 3pm-4pm

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- Ensure that your child is collected promptly at the agreed time each day; giving us notice if it is a different adult collecting (please get a password from the office).
- Please be aware that there are late collection charges:
 - 5 minutes to 10 minutes late to collect your child: **£5**
 - 10 minutes to 15 minutes late to collect your child: **£10**
 - More than 15 minutes late to collect your child or late to collect without notice. (after nursery closure): **£30**

These charges will be added to your wraparound account on Arbor and can be paid by topping up the account.

- Please note that if your child becomes ill during the school day, they will not be able to attend the Tenterfield After School club.
- It is the responsibility of St. Marys parents to inform the nursery that their child is not attending After School club. Please call 01438 714564 to leave an urgent message or email wraparound@tenterfield.herts.sch.uk to give notice of absence.
- St Mary's children will not be collected if they are not booked via the Arbor booking system.
- Be sensitive to all families and staff and keep your child at home for 48 hours if they have suffered from diarrhoea and/or vomiting.
- Provide the contact details of either the parent or a designated adult that is available to collect their child if they become ill during a wraparound session. Parents must provide an emergency contact for someone to be able to collect their child within 30 minutes.

When you book a wraparound or holiday club session you adhere to have read the above agreement and confirm your acceptance of the conditions stated.

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