



Charging and Remissions Policy

Calcot Nursery School

1. Document Control

Adopted / Adopted and **Schools Own**
Adapted / Schools own:

Review period: **Annually**

Responsible committee: **Finance, Health, Safety and Premises**

Statutory: **Statutory**

Required on website: **Yes**

Ratified by committee: **Oct 2025**

Review due: **Oct 2026**

Chair of Governors' signature: **Mrs Julia Kidd**

2. Change History

Version	Date	Amendment or No Change
1	2025 October	Amended

3. Website History

Version	Date on website
1	2025 October

Admissions

There is no charge for admissions where children are eligible for the free entitlement. Admissions and hours above the free entitlement are chargeable at a rate set by our Governing Body.

Where children are not eligible for free entitlement, then session admission fees will be charged.

Please refer to our admissions policy for more information with regards to place allocations.

A deposit is payable once a place has been offered. This is to be paid within 10 working days of the offer, otherwise the child's name will return to the waiting list. The deposit will be credited in full against the fees for the second half term. If the place is no longer required, or not taken up, the deposit will not be refunded. If you are registering multiple siblings at the same time, only one £100 deposit is required to secure their places. No deposit is required if your child is attending the nursery for fully funded sessions only.

Please see Appendix A for a list of relevant charges that will apply. If the fees have been paid but due to exceptional circumstances the nursery is unable to open, we may ask parents to consider donating the fees paid. If parents do not wish to donate the fees, a refund for those sessions will be made in full.

Fees

Our rates are based on the academic year (1 September to 31 August) and are term time only. The term time only rate is based on 38 weeks in 3 terms.

We accept childcare vouchers from all voucher providers and payments from HMRC Tax Free childcare savings scheme.

Opportunities:

Nursery education is a free government funded entitlement and is paid directly to the school via the local authority funding system.

In line with the government policies, we provide:

- 15 hours of free nursery education for eligible 2 year olds, the term after their 2nd birthday. To check whether your child is eligible please visit <https://info.westberks.gov.uk/freechildcare2>. (Referred to as 2 year old).
- 15 hours of free nursery education for children the term after their 3rd birthday. (Referred to as 3-year old).
 - children born between 1st April to 31st August, are eligible from 1st September (Autumn Term), following their third birthday
 - children born between 1st September to 31st December, are eligible from 1st January (Spring Term), following their third birthday
 - children born between 1st January to 31st March, are eligible from 1st April (Summer Term), following their third birthday

- 30 hours of free nursery education for eligible 3-year olds. To check whether your child is eligible visit <https://childcarechoices.gov.uk>. Often referred to as universal hours (15 hrs) plus extended hours (15hrs). 30 hours funding may be shared with another setting but a minimum of 50% (15 hours) must be used at Calcot Schools Nursery. Your child does not need to attend nursery for the full 30 hours, however, if you wish to increase their hours at a later stage, this should be done at the beginning of a term, before the nursery claims the funding. If hours are increased after the claim has been made, the extra sessions will need to be paid for until the end of that term, as we are unable to make a further claim.

The Nursery provision is open 7.30am until 5.30pm during term time only. Free funded hours are available to be used across all session timings. Our session times are:

- 7.30am - 5.30pm – Wraparound
- 8.30am – 4.00pm – Extended
- 9.00am – 3.00pm - Core

In addition to free funded hours, we support parents by providing:

- Extended, Wraparound and extra sessions for which parents will be charged.
- Hot cooked lunches (if in all day provision) for which parents will be charged, unless eligible for Free School Meals. To check whether your child is eligible for Free School Meals visit [West Berkshire Free School Meals](#)
- Breakfast (if in am Wraparound sessions) for which parents will be charged
- Tea (if in pm Wraparound sessions) for which parents will be charged
- Sessions for self-funded 2-4 year olds

Additional sessions, Extended sessions or Wraparound sessions can be provided to funded children above their entitlement in accordance with Appendix A (if capacity allows).

Any changes during a term (without notice) may incur additional charges in accordance with Appendix A.

3. Terms and conditions

- All fee payments are to be made through our online payment system My Child At School (MCAS)
- Fees are payable half termly in advance.
- If the fee is not paid, a verbal/written reminder of the amount due will be issued within 14 days.
- Non-payment of fees after 5 weeks may result in the nursery place being suspended until full fees have been paid. If you would like to pay weekly or monthly, please contact the school office to make the necessary arrangements.
- Payment for any extra adhoc sessions must be made via MCAS before the session is taken.
- Whole sessions must be paid for even if your child does not attend for the whole time.
- No refund or reduction is available for sessions not used due to holidays or sickness.
- Places are non-transferable.
- Extended, Wraparound and any additional sessions not included in the funded hours must be paid for.
- A place is allocated for the entire term (Autumn, Spring or Summer).

- In the event that you are offered a 30 hour place for 3-5 year old and do not obtain/renew your 30 hours code then we will charge for the additional sessions beyond the 15 hours universal funding. Note it is the parent's responsibility to provide a valid authorisation code and NI number for parents so that we can claim for these hours.
- Parents requesting additional sessions or changing their pattern should fill in a 'Request for additional sessions' form and hand to office staff. Additional sessions will start once payment has been made on MCAS.
- Where a request to change hours from 15 hours up to 30 hours (where the pupil does not qualify for a 30 hours code) has been approved, a charge will be issued via MCAS and must be paid immediately to secure that place.
- If there is more demand than spaces, priority will be given according to the Admissions policy.
- In the case of parents/carers being more than 10 minutes late collecting their children from nursery sessions or tea clubs, the following will apply:
 - Staff will remind parents of pickup time.
 - Late pickups will be recorded in the class diary.
 - A charge of £10 will be made after first 10 mins late and additional £10 for every additional 10 mins late.

Anyone experiencing difficulties paying their invoice is encouraged to speak to the Headteacher in confidence, before a debt accrues.

4. Terminating your place

We require 6 weeks' written notice to cancel an allocated place for your child. All usual sessions within the notice period must be paid for whether they are attended or not.

5. Freedom of Information

In line with the School's Freedom of Information policy, single copies of information will be provided free of charge unless specifically stated otherwise in the policy. The costs of providing greater quantities of information may be charged to the recipient; such costs will be advised prior to the request for information being completed. The decision to charge will be at the discretion of the Headteacher, except where the costs exceed the 'threshold' as defined in the freedom of Information Act, the charge will be determined in line with the formula prescribed in the Act.

6. Voluntary Contributions

Occasionally we may arrange trips or offer enrichment experiences within and beyond the setting that may incur charges.

Parents may be asked to make contributions for any activity, visit or journey organised by the School and approved by the Governors, where appropriate.

We believe that all our children should have equal opportunities to benefit from school activities and visits independent of their parents' financial means. No child will be excluded from any such experience if their parents have not contributed, however, if insufficient contributions are received activities may be cancelled.

7. Liability for Personal Property

The School does not accept liability for any items of personal property lost or damaged in School, although in exceptional circumstances, a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Head Teacher

8. Loss and/or Damage

Where there is a loss or damage to any Nursery items taken home, a charge will be made towards replacement of the item(s).

9. Remissions

The Governing Body / Headteacher may wish to remit, in full or in part, any charge made to parents. Authorisation of remission will be made by the Headteacher, in consultation with the Chair of Governors as necessary.

10. Linked Policies

- Nursery Admissions Policy
- Debt Management Policy

Appendix A

Details of Charges as of September 2025

Morning Session 9.00am – 12.00am Afternoon Session 12.00pm – 3.00pm	Charge per session £
2 Year Old (NB term after they turn 2)	£27.00
3+ Year Old (NB term after they turn 3)	£21.00

Extended and Wraparound Sessions	Charge per session £
2 YO Wraparound am 7.30am – 9.00am	£13.50
2 YO Extended am 8.30am – 9.00am	£4.50
3+ YO Wraparound am 7.30am – 9.00am	£10.50
3+ YO Extended am 8.30am – 9.00am	£3.50
2 YO Extended pm 3.00pm - 4.00pm	£9.00
2 YO Wraparound pm 3.00pm - 5.30pm	£22.50
3+ YO Extended pm 3.00pm - 4.00pm	£7.00
3+ YO Wraparound pm 3.00pm - 5.30pm	£17.50

Food	Charge per meal £
Breakfast (available during Wraparound am sessions)	£1.00
Tea (available during Wraparound pm Sessions)	£1.50
Lunch (available if staying for both am and pm sessions)	£2.75

Late collection	Charge per occasion £
After first 10 minutes	£10.00
For every additional 10 minutes late	£10.00

Registration Fee* (refunded off your second half term fees)	Charge per child £
Self-funded pupil	£100.00

**One off payment to reserve a place once a place has been confirmed/allocated to you.*