

**Current Policy Date:** April 2026

**Review:** Annually

**Date of next review:** April 2027



## Charging and Remissions Policy

### 1. 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 admissions fees will be charged. Please see Appendix A for 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 will re-imburse for the sessions in full unless parents would like to donate the fees.

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

### 2. Fees

Our rates are based on the academic year and are term time only in line with West Berkshire School year dates. We invoice termly/half termly and expect the fees to be paid in advance of the period or when the Invoice has been received (once the term has started).

The term time only rate is based on 38 weeks in 3 terms.

Opportunities:

In line with the government policies, we provide:

- 15 hours of free nursery education for children the term after their 3<sup>rd</sup> birthday. 5 Sessions, each session of 3 hours.
- 15 hours of free nursery education for eligible low income or additional needs free childcare for 2 year olds. To check whether your child is eligible please visit <https://www.westberks.gov.uk/early-years-childcare> or working families for 2 year olds <https://beststartinlife.gov.uk/childcare-early-years-education/> Either 5 mornings of 3 hours or 5 afternoons of 3 hours, each session of 3 hours.
- 30 hours of free nursery education for eligible 3 year olds. To check whether your child is eligible visit <https://beststartinlife.gov.uk/childcare-early-years-education/>. Often referred to as universal hours (15 hrs) plus extended hours (15hrs). Monday to Thursday plus Friday mornings (each session of 3 hours) inc. 4 lunch clubs (45mins each) on Monday to Thursday.
- Funding may be shared with another setting but we do require at least 15 hours universal either across 5 mornings or 5 afternoons (and has to be at least 5 sessions).

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

We accept childcare vouchers from all vouchers Inc. payments from HMRC tax free childcare savings scheme.

## Charging and Remissions Policy Victoria Park Nursery School

Current Policy Date: April 2026

Review: Annually

Date of Next Review: April 2027

Additional sessions or Lunch Clubs can be provided to funded children above their entitlement in accordance with Appendix A (if there are spaces left to allocate).

### 3. Terms

- All invoices are to be paid by bank transfer to our bank using the child's name and invoice number. [Account number: 16293959, Sort Code: 60-15-07](#)
- Whole sessions must be paid for even if your child does not attend for the whole time.
- Payment for extra or adhoc sessions/lunch club must be made before session/lunch club is taken.
- No refund/reduction is due for sessions/lunch clubs not used due to holidays or sickness.
- Places are non-transferable.
- Sessions/Lunch clubs not included in the funded hours must be paid for.
- Please speak to the Finance & HR Assistant if you are unable to pay your invoice in advance.
- A place is allocated for the entire term (Autumn, Spring or Summer).
- A 50% discount to the session fee will be applied for 2 year olds for 2 weeks to allow for settling in.
- 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/lunch club or changing their pattern should fill in a 'Request for additional sessions/lunch clubs' form and hand to office staff. Additional sessions will start following payment of the invoice.
- Where a pupil is requesting a change in hours from 15hours up to 30 hours and where the pupil does not qualify for a 30 hours code, then an invoice will be issued after the Admissions panel by the Finance & HR Assistant for the following term 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.
- If the invoice is not paid, a verbal/written reminder of the amount due will be issued within 14 days.
- In the case of parents/carers being more than 10 minutes late collecting their children from nursery sessions or lunch clubs, the following will apply:
  - Staff will remind parents of pickup time.
  - Late pickups will be recorded in the class or club 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 Head Teacher in confidence before a debt accrues.

### 4. Terminating your place

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

- ### 5. 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

## Charging and Remissions Policy Victoria Park Nursery School

Current Policy Date: April 2026

Review: Annually

Date of Next Review: April 2027

Head teacher, 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**

- Parents may be asked to make voluntary contributions for any activity, visit or journey organised by the School and approved by the Governors, where appropriate.
- Nothing in this policy alters or affects the position in relation to any voluntary contributions that are requested by the school in relation to trips in support of the curriculum. Pupils will not be excluded from trips if these voluntary contributions are not paid, however, if insufficient contributions are received trips 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 / Head Teacher may wish to remit, in full or in part, any charge made to parents. Authorisation of remission will be made by the Head Teacher, in consultation with the Chair of Governors as necessary.

### **10. Room Hire charges**

Please see the Lettings Policy.

## Charging and Remissions Policy Victoria Park Nursery School

Current Policy Date: April 2026

Review: Annually

Date of Next Review: April 2027

### Appendix A:

#### Details of Charges as of April 2025:

<b>Morning Session 8.50am – 11.40am</b> <b>Afternoon Session 12.40pm – 3.30pm</b>	<b>Charge £</b>
Self – Funded 2 Year Old	£32.50
3 – 5 Year Old	£24.00

<b>Clubs</b>	<b>Charge £</b>
Breakfast Club 8am – 8.50am	£9.00
Lunch Club 11.40am – 12.30pm	£9.00
Tea Club 3.40pm - 4.30pm	£9.00

<b>Non-Refundable Admissions Fee*</b>	<b>Charge £</b>
Self – Funded 2 Year Old	£150.00

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

#### Details of Charges as of September 2026:

<b>Morning Session 8.45am – 11.45am</b> <b>Afternoon Session 12.30pm – 3.30pm</b>	<b>Charge £</b>
Self – Funded 2 Year Old	£34.00
3 – 5 Year Old	£26.00

<b>Clubs</b>	<b>Charge £</b>
Lunch Club 11.45am – 12.30pm	£9.00

<b>Non-Refundable Admissions Fee*</b>	<b>Charge £</b>
Self – Funded 2 Year Old	£160.00

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

## Charging and Remissions Policy Victoria Park Nursery School

Current Policy Date: April 2026

Review: Annually

Date of Next Review: April 2027

**Victoria Park Nursery School**

**Newbury RG14 1EH.**

**Telephone: 01635 41296**

**Email: [office@victoriapark.w-berks.sch.uk](mailto:office@victoriapark.w-berks.sch.uk)**

**Website: [www.victoriapark.w-berks.sch.uk](http://www.victoriapark.w-berks.sch.uk)**

### Charging and Remissions Policy - Parent/Carer Agreement

Name of child	
Class group	
Name of parent/carers	

**I confirm that I have read and understood the terms and conditions of the Charging and Remissions Policy for Victoria Park Nursery School and I agree to be bound by its terms and conditions.**

Parent/Carer signature	
Name	
Date	

#### Policy Review Record

Date Approved	Changes	Signed by
14.11.24 FGB	Date updates, include information on last version, addition of policy name to Parent/Carer agreement, inclusion Policy Review Record	esigned David Cooper Chair of Governors
16.01.25	Changed Appendix 1 rates wef 01.04.25	
23.4.26 FGB	Update wording items 1, 2, 3, 4, 8, 9, 10, Appendix A charges from Sept 2026	Esigned Maurizia Onori Chair of Governors