Netherton Park Nursery School

Charging Policy

1 April 2026 to 31 March 2027

Discussed & Approved at:	**Full Governing Body Meeting**
Date:	**Wednesday 15 July 2026**
Approved by:	**C Booker**
	Chair of Governors & Resources Committee
Signature:	**(refer to page 5)**
Review date:	**Spring Term 2027**

NETHERTON PARK NURSERY SCHOOL

CHARGING POLICY

At Netherton Park Nursery School we aim to ensure that the majority of our services are delivered free to children and their families, who will have access to a wide range of quality services that have no cost at the point of delivery.

However, this Charging Policy covers a range of activity for which there is either a financial charge, or financial commitment, and relates to the following;

- Expenses for Governors
- External Support
- Late Collection Fees
- Publication Scheme (Freedom of Information Act)
- Sessional Fee Payers
- Training Support
- Trips & Visits
- Voluntary Contributions

Commissioned work by other Professional Bodies will be covered by Service Level Agreement.

Expenses for Governors

This will be in line with Local Authority Governance Policy. However, Governors recognise the difficulty that Parent Governors may have in accessing Governor Meetings and may meet childcare expenses if necessary.

External Support (ECERS*, Professional Advice, School to School, Training)

The Headteacher rate (Specialist Leader in Education - SLE) will be a minimum of £400.00 per day and a minimum of £250.00 per half day. This does not include the cost of any preparation work or materials. These additional costs will be negotiated on an individual rate, prior to agreement and commencement of work.

*Early Childhood Environment Rating Scale

Hire of Training Room

The cost of hiring our Training Room, for up to 20 people, will be £100.00 for a full day. This will include up to 3 teas/coffees per person.

Late Collection Fees

You are required to contact the School Office on 01384 818255 if you are going to be late collecting your child.

If a child is not collected before:

11:40am (children accessing morning places)
2:40pm (children accessing 30-hour places)
3:30pm (children accessing afternoon places)

We reserve the right to charge a late collection fee of £10.00 per 15 minutes (or part thereof). Three late collections within a calendar month will incur an additional £25.00 charge. The decision lies with the Headteacher.

Publication Scheme – **(Freedom of Information Act 2000)**

There will normally be no charge for single photocopies of documents. However, published/printed materials will incur a charge as will multiple photocopies of documents. Current costs of copying or printing costs will be used.

Sessional Fee Payers

Requests from Parent/Carers to pay for additional sessions will be carefully considered by the Headteacher and offered, at their discretion, if it meets the needs of the school.

These sessions will be charged at £5.70 for 3 and 4 year olds and £8.28 for 2 year olds.

There will be a contract to sign in advance which covers the following terms and conditions (please refer to Appendix A):

- Parent/Carers will agree to abide by the terms and conditions set out by this policy and accept that if they do not pay the fee amount by the date specified on the invoice, that their child will not be allowed to attend the additional agreed session(s).
- That in the event of a sickness absence or medical appointment absence, fees they have paid in advance will not be refunded to them.
- That they are required to still pay for the agreed sessions during any pre planned holiday period that falls during term time.
- That all sessional fees owed and invoiced for will be paid termly, in advance and by cash only, at the school office main reception.
- That if they wish to cancel the arrangement, they will give 6 full weeks' notice in writing.
- That if Netherton Park Nursery School cancel this arrangement, 6 full weeks' notice in writing will be given.

Please note that annually, in April, the hourly fee may increase in line with Local Authority instructions and we will advise Parent/Carers of the increase as soon as we are made aware of this.

Training Support

The rate for our staff delivering training will be £350.00 for a 3 hour training course, with a maximum of 15 attendees. This charge would be for delivery within normal working hours. Anything out of this scope, along with any additional costs which may be incurred for materials, would require individual negotiation.

Trips & Visits

Educational visits to places outside the school are seen as an essential part of our curriculum and there are occasions when we arrange to take the children on such visits. In order to finance those visits, it is our policy to request payment from parent/carers in the form of a voluntary contribution. If insufficient funds are raised to finance the visit, then regrettably it may need to be cancelled.

Deposits for trips will be non-refundable. If the place can be re-sold, then a full refund of the deposit will be given. If not, then the whole amount of the deposit will be non-refundable.

If there is a request to cancel the place after the payment is received in full, the money will only be refunded in full if the place can be re-sold.

Voluntary Contributions

We ask for a voluntary contribution of £1 a week from families and children attending our groups. This £1 pays for fruit, cooking activities, celebration occasions (Christmas presents, Easter eggs), snacks, additional resources, and photographic materials. Milk is provided for children 2-4 years in our groups and this is free of charge.

The school does not offer funding for any training or continuous professional development, over and above statutory requirements.

The school does not currently provide a service for commissioned work.

The school does not offer relocation expenses.

The school does not offer staff meals.

Policy and charges are reviewed annually in line with the financial year (April to March inclusive) by the Governors' Resources Committee or Full Governing Body.

Signed_____

C Booker — **Chair of Governors & Resources Committee**

Signed_____

A Ward — **Headteacher**

Full Governing Body Meeting Held Wednesday 15 July 2026