Charging & Remissions Policy for Pre School

Coney Hill Community Primary School

Governor Committee Responsible:	Coney Hill FGB	**Staff Lead(s):** **Subject Lead:**	SBM
Status ***(Statutory / Advisory)***	Statutory	**Review Cycle**	Annual
Last Review	September 2026	**Next Review Date**	September 2027
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Chair of Governors	Ceri Davies chair@coneyhill.gloucs.sch.uk		

Introduction

Our Pre School is an educational establishment and is not permitted to operate at a loss, nor to operate as a profit-making organisation. We charge fees for each session of the Pre School to cover our costs and to benefit children in the Pre School. This policy aims to set out the current charges made for each child attending the Pre School and the timing of payments.

Charges for sessions

ITEM	DESCRIPTION	UNIT	UNIT PRICE
Funded Hours 15	Free entitlement hours – up to 15 hours per week (must not have a charge)	Weekly	Free
Funded Hours 30	Free entitlement hours – up to 30 hours per week (must not have a charge)	Weekly	Free
Purchased Child care hours	Additional 3 hours session can be purchased – for a three- and four-year olds	Session	£22
Snack	Food related charge for providing a snack per day If Parent/Carers wish to opt out and provide their own alternative then please contact Pre- school to let them know on a termly basis in advance.	Per day	20p
Lunch	Lunches to be provided by the Parent/Carer/carer as a packed lunch Children accessing funded hours over the lunchtime period will need to bring a packed lunch from home. Where a child attends beyond their funded entitlement, additional childcare hours will be charged in accordance with	Per day	£3.50

	the current fee schedule		
Consumables	Parent/Carers must provide consumables such as nappies, wipes and sun cream. On occasions where Parent/Carers are unable to do so, please speak to the Pre-School and reasonable arrangements will be discussed. Charges may be made for consumables if not provided but Parent/Carers will be advised Access to funded hours will not be dependent upon providing consumables.	Per day	Parent/Carer/ carer to provide or Parent/Carer/carer will be advised of charges
Trips and Voluntary Activities	Participation in trips, events and other optional activities is entirely voluntary. Children who do not participate will continue to receive suitable alternative provision in accordance with the EYFS.	Ad Hoc	To be advised if/when relevant

Pre School charges for each session are as follows:

1.Funding

Children are eligible for government funding from the term after their third birthday. Each child is eligible for up to 15 hours per week for 38 weeks of the year.

The sessions attended may be spread across more than 1 setting. Funding may be available up to 30 hours per week.

To check eligibility, visit www.childcarechoices.gov.uk This website also provides information about Tax-Free Childcare.

Parent/Carers are only invoiced for sessions not covered by the government funding. Children accessing their funded early education entitlement can do so completely free of charge.

Parent/Carers are not required to purchase meals, additional childcare hours, activities, trips, consumables or any other service as a condition of accessing funded hours

If you are in receipt of a 2-Year-old funding code you must provide us with a copy of the confirmation which includes the code and the start date

2.Timing of payments

An invoice will be sent to each family at the start of each month detailing the following

Funded entitlement hours

Purchased childcare hours

Food charges

Non food consumables and activity charges

Payment is due in 14 days of receipt.

Payment must be made via Parent Pay. If you are using childcare vouchers or Tax-Free Childcare please inform us and provide any codes where applicable so that we can allocate funds.

3.Refunds

Refunds are not made for sessions missed by a child, for example, due to illness or holiday or for sessions missed because of the temporary closure of the Pre School, for example, due to bad weather. This is because the Pre School overheads such as rent and staffing costs still have to be covered.

4.Non-payment of fees

Non-payment of charges relating to additional purchased sessions or optional services may result in those services being withdrawn following discussion with Parent/Carers.

A child who remains eligible for funded hours will be able to continue to access hours free of charge.

Non-payment of additional privately purchased childcare hours or optional charges will not prevent or restrict access to their funded entitlement.

5.Changes to sessions/leaving Pre school

One month's written notice is required for changes to or cancellation of privately purchased childcare.

Where a child leaves or transfers funded provision, any amendment to their funded entitlement claim will be managed in accordance with Gloucestershire

County Council's current funding arrangements and the Local Provider Agreement.

A notice period will not result in funded entitlement hours being converted into privately chargeable hours.

6.Funding withdrawal due to absence

Where there is regular, persistent or concerning non-attendance, the Pre-School will discuss this with the family and review the child's attendance.

Gloucestershire County Council will be notified where required under the current Local Provider Agreement.

Any changes to the funded claim will be managed in accordance with Local Authority funding requirements.

Funded hours will not automatically be converted retrospectively into private fees solely because a child has been absent.

7.Additional fees

The school reserves the right to impose additional charges for persistent late collection of children or for the non-collection of children, to cover the additional staff costs incurred.

The decision to impose a charge will be made after consideration of the individual circumstances/reason for late collection and Parent/Carers will be informed accordingly.

A collection is considered to be late 10 minutes after the end of the session (morning or afternoon).