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**Charging Policy**

**Inclusion**

Torpoint Nursery and Infant School provides a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. Torpoint Nursery and Infant School is committed to offering an inclusive curriculum to ensure the best possible progress of all our children regardless of their individual needs or abilities.

**Admissions Policy**

* The Nursery Unit is registered with Ofsted as a provider for children from 3 years of age.
* The responsibility for determining the admissions for Nursery age children lies with the Governing Body of Torpoint Nursery and Infant School.
* The Governing Body has agreed that any available sessions, over and above the 15 hours funded or 15 hours extended weekly provision will be chargeable.

**Entitlement to Nursery Education**

Nursery Session times are as follows:

Morning Session: 8.45 am to 11.45 am

Afternoon Session: 12.15 pm to 3.15 pm

The 15 hours or the 15 hours extended free entitlement can be made up using 5 x 3-hour morning or afternoon sessions.

**Funding**

* Torpoint Nursery and Infant School offers 3 and 4 year olds the entitled 15 hours per week. Some Parent/Carer’s maybe eligible to claim up to 15 hours per week in extended Nursery provision over a 38-week period, during term time only and within our Nursery Setting. Parents/Carers must apply to the government for these extended hours and parents/carers who are eligible will be allocated a code which is checked on the Funding Portal. This free entitlement can be shared between more than one setting. All Parents/Carers must complete and sign a funding form as part of their entitlement to funding.
* Non-attendance of funded sessions will be withdrawn and funding informed with immediate effect.
* Funding can only be claimed once a birth certificate or passport has been provided.

**Payment**

Parents/Carers have the opportunity to purchase sessions or additional sessions within our Nursery Setting. The process for purchasing sessions is as follows:

* Parents/Carers complete a questionnaire for sessions. The questionnaire outlines the pricing structure for purchasing additional sessions.
* A contract letter is issued to all Parents/Carers for all sessions which include the school’s terms and conditions.
* Invoices for payment of additional sessions will be issued at the end of the month.
* Payments can be made by cheque, cash or Child Care Vouchers on a monthly, termly or yearly basis.
* If a child is absent due to extended ill health or more than two weeks, then a reduction will be considered.

Terms and Conditions are as follows:

* I/We have read and accepted the terms and conditions of the Nursery Agreement and have signed accordingly.
* All sessions **must be** accepted and signed for (with completed application form) by date inserted. Any changes to sessions **must be** made prior to the deadline date of date inserted.
* An administrative charge of **£10.00** will be levied for any changes to Nursery sessions that have been allocated and signed for after the date of **date inserted**.
* Please note any sessions **not** accepted at the time of being offered will be re-allocated to the next person requiring sessions.
* Continual non-use of Nursery sessions and non-payment of Nursery sessions will result in sessions being withdrawn.
* Continual lateness when picking up children from their session **may** result in a charge being levied.
* Payment for additional sessions **must be** made one month in advance. One month’s notice (and payment) **must be** given when cancelling sessions already booked and signed for. Cancellation of sessions **must be** made in writing.
* A receipt will be issued when payment of sessions has been made. Please retain all receipts as proof of payment. If you need to provide evidence of payment and sessions, then the Nursery Agreement and receipts can be used. If you require the office staff to provide evidence of payments, then an administrative fee of **£35.00** will be levied and we will aim to give you the paperwork within **3 weeks.**

Review Date: October 2020