

CHARGING & REMISSIONS POLICY – LITTLE LEARNERS

Aim

This policy is effective from March 2018 to set out the charges for services offered by Little Learners.

In accordance with the Education Act 1996, the ALP Governing Body does not insist on a direct charge for the cost of educational activities provided during school hours as part of the curriculum.

No charge can be made for education and care during a child's 15 hour entitlement.

Free Nursery Entitlement – Two-Year-Olds

The 'free nursery entitlement' is available from the term following a child's second birthday provided that the child meets the criteria of eligibility. Two year olds are offered 15 hours per week across 38 weeks of the academic year. Sessions are available between either 8.40am - 11.40am and 12.15pm – 3.15pm at Bothal, and 8.15am – 11.15pm or 12.15pm – 3.15pm at Central.

The criterion for free nursery entitlement is as follows:

Families must be in receipt of one of the following benefits to be eligible for a place:

- Income Support.
- Income based Jobseeker's Allowance (JSA).
- Income related Employment and Support Allowance (ESA).
- Universal Credit.
- Tax Credits and you have an annual income of under £16,190 before tax.
- The guaranteed element of State Pension Credit.
- Support through part 6 of the Immigration and Asylum Act.
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit).

A child can also get free early education and childcare if any of the following apply:

- They are looked after by a local council.
- They have a current statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP).
- They get Disability Living Allowance.
- They have left care under a Special Guardianship Order, Child Arrangements Order or Adoption Order.

Parent Funded Places for Two-Year-Olds

Little Learners also offer paid places to children accessing the two-year-old provision. Sessions are available between either 8.40am – 11.40am or 12.15pm – 3.15pm at Bothal and 8.15am – 11.15am or 12.15pm - 3.15pm at Central. Each session costs £15.75 per session or part of session therein. Paid provision is available from the day following a child's second birthday provided spaces are available.

Payment of Childcare Fees

Childcare fees are paid in advance (monthly). Payments are calculated to spread over the term in equal monthly instalments. Please contact the school office for more details.

Payments may be made in cash, cheque or by childcare vouchers. To make payments using a childcare voucher scheme, please contact Bothal Primary upper site on 01670 812360 or Central Primary lower site on 01670 810570.

Notice of Increase in Fees

If we need to increase prices, we will give notice of one month minimum.

Non-Payment of Childcare Fees

If there is a non-payment of childcare fees, Bothal Primary School will issue a statement detailing the outstanding amount. If payment is not forthcoming, an administration fee of £2.50 per week may be levied until the outstanding balance is paid, a meeting will be arranged to discuss a repayment plan. If this plan is not adhered to, this may result in legal action being taken and loss of the childcare place.

Cancellation Policy / Illness

Once you have been allocated paid sessions, you are obliged to pay, even if your child does not attend for any reason determined by the parent / guardian. This includes illness and holidays but does not include standard school holidays or during unforeseen school closures e.g. heavy snow.

Period of Notice and Termination

We hope that you will not need to leave Little Learners but we require notice in writing if your child will no longer be attending. We ask that parents give as much notice as possible, with the minimum being one month. Any payment that has been made for a place within your months' notice will not be refunded and further payment will be required to complete your commitment to the end of the month if this applies.

Voluntary Contributions

Every day we have a healthy snack. Sometimes we have different food linked to special occasions, for example Christmas or Chinese New Year. We may ask for a contribution towards the cost of this. This payment is voluntary and no child will be excluded or treated differently where a contribution is not received.

Chair of ALP:

Date:

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