



Charging and Remissions Policy

Valid from: October 2022

Next review due: October 2023

The Governing Body of the Wharf Nursery School has drawn up this policy to clarify for all stakeholders what services it can and does charge for and which must be or are free to the user.

The overarching principle is that services should be provided equitably and transparently to all users and that no child or family is precluded from accessing services by an inability to pay.

The policy is reviewed annually and changes will take effect on 1st September.

1. Charging for services

a. Nursery School

Early year's education and childcare

The Wharf Nursery School cannot charge for education provided in the nursery from the term after a child's third birthday, under the terms of the Early Years Free Entitlement of 15 hours per week.

The nursery provides a number of 30-hour places (weekly, term time, where parents have successfully claimed the additional 15 hours (as working parents) or who wish to pay for an additional 15 hours). In line with our Admissions Policy, this is subject to availability and is at the Head teacher's (HT) discretion.

Additional hours provided outside the 15 (or +15) hours are charged at a rate of **£6.25** per hour.

Extra chargeable hours (Lunch or after school clubs) are not an entitlement and are subject to availability, the needs of the child and are at the HT's discretion.

School meals are charged at the normal rate of **£2.60** (unless eligible for free school meals).

Nursery places offered to children who are 'rising threes' (i.e. in the term before they are eligible for the free 15 hours), are charged at **£6.25** per hour unless they claim FEET funding.

The cost to families whose children attend the two year olds' group is **£8.00** per hour, unless eligible for FEET funding.

Enrichment activities

As far as possible, the Nursery pays for extra in-school activities, such as cooking, from the School Fund or through fund raising. Any parental contributions to these costs are purely voluntary and no child is excluded or discriminated against because of an inability or failure to pay.

Outings

Costs for school trips are kept as low as possible, whilst maintaining standards of safety and quality.

A proportion of the cost may be provided by the School Fund, or through fund raising.

Parents are asked for a voluntary contribution to cover some or all of the costs of their child (and themselves if applicable) taking part. No child will be excluded if their parent does not contribute and all children are treated equally.

If insufficient funding is received the school reserves the right to cancel the trip.

Community activities

The school normally requests a small voluntary donation towards its Community groups and activities, but families who cannot or choose not to contribute are treated in the same way as those who do.

Where resources have been purchased to support specific activities or courses, the school will normally expect users to contribute. Where these activities or courses have been bought in from outside organisations the school may ask parents to pay if they wish to take part.

2. Charging for Lettings

The Wharf Nursery School will only make lettings to groups and organisations that are compatible with its ethos.

The needs of the Wharf and the community it serves take priority over the requirements of other users.

The governing body has the right to refuse any request for hiring. The Wharf is committed to safeguarding and promoting the welfare of children and expects hirers and their representatives to share this commitment and to have appropriate levels of Disclosure i.e. DBS checks for the individuals working on the school premises.

Lettings will be administered in compliance with Section M (Community Use of Schools) of Surrey County Council Finance Manual.

- Lettings to school groups, such as the PTA, will be free of charge

The school will provide accommodation free of charge (subject to availability) to organisations delivering activities and services agreed by the Nursery, or in support of families who attend School e.g.

- Surrey Children's Services; Health; Speech and Language; Portage; Surrey Early Support service; Early Help Networks

The school reserves the right to charge for refreshments and consumables such as photocopying.

The school will make a charge for lettings to other users at the Wharf site

- Surrey Early Years and Childcare Service and other Surrey County Council departments (not involving Wharf families) may be charged an administration fee of £10 per session within school hours.
- Children's social care supervised contact visits arranged by Surrey Children's Services or other local authority children's services may be charged an agreed fixed charge of **£10** per session during school opening hours. Surrey requests will be given priority.
- Other lettings must be subject to Governor approval and will be considered on a case by case basis

Any organisation that is not charged for use of the premises must have public liability insurance of at least £5 million.

If not then the Wharf will take out public liability cover on the hirer's behalf, charging a percentage of the letting fee via the letting form and submitting the details through the memorandum account.

Agreed and Signed off by	Resources
Policy Type	Statutory
Date Applicable	October 2022 to October 2023

Appendix A Lettings Procedure

1. A refundable deposit may be requested for certain lettings.
2. Hirers must apply on form [ED110](#) and must sign to confirm that they have read and agreed the terms and conditions.
3. A letting will only be confirmed on receipt of the completed booking form.
4. Standard rate VAT may be payable (see section M of the Finance Manual for details)
5. Payment of the appropriate charges as set out on form FIN 566 will be made on demand though the school may agree alternative arrangements for regular lettings covered by one approval, eg, (monthly, half termly, termly, quarterly etc). Any such agreement must be approved in writing, and is subject to payments being received at the agreed intervals.
6. The premises will be left clean and in good order and vacated not later than the time booked. The hirer shall reimburse any costs incurred by the Governors in cleaning the premises after the hiring necessary to ensure that the premises are sufficiently clean for normal use by the school.
7. The hirer shall pay to the Council the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the school premises, and all equipment or property thereon (whether provided by the Council or any other body or person). All damage and/or accidents to be notified to the school immediately. Hirers shall ensure they have a policy of insurance to cover such liability up to at least £5 million (amount as advised by the Risk Management and Insurance Unit) and shall produce the policy to the Governors on demand. The school can arrange insurance for an additional fee
8. If the caretaker is in attendance and the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction and control of the caretaker.
9. The hirer is responsible for ensuring that no unauthorised persons enter the premises during the hours of use and to ensure the premises have been fully vacated at the end of each use.
10. Surrey County Council operates a No Smoking policy in all its premises
11. Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and toilet accommodation. In no case is access permitted to any other part of the premises including particularly accommodation set aside for specific use of staff.
12. The hirer must ensure the immediate evacuation of the premises if an alarm is triggered or when requested to do so by any member of the staff or the Police or other emergency service in case of fire or other emergency in any part of the premises or in or on any neighbouring land or premises or when any fire or other emergency drill is being carried out on the premises.
13. Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the Governors.
14. All hirers of school facilities should have their own complaints procedure should anyone attending their activity/club have an issue they want to follow through formally

15. This school is committed to safeguarding and promoting the welfare of children and young people and expects hirers to share this commitment. All hirers working with children are required to have a DBS disclosure at an appropriate level (as defined by the Disclosure & Barring Service) for those individuals working in school premises on behalf of the hirer. The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, have due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation.
16. All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations. A copy of the users Risk Assessment must be provided and kept on file in the school. The school must also undertake a risk assessment.
17. Power of revocation
 - i. The Governors reserve the right to revoke without notice any contract for the hire of school premises.
 - ii. Where periodic payment terms have been agreed, failure to make those payments may result in termination of the agreement.
18. There will be at least two weeks' notice for any cancellation of a booking made by the hirer.

Counter Terrorism and Security Act 2015

- a) The hirer acknowledges that Surrey County Council ("the Council") has a duty under the Counter-Terrorism and Security Act 2015 ("CTSA") to have due regard to the requirement to prevent people from being drawn into terrorism.
- b) The hirer shall facilitate the Council's compliance with its duty pursuant to the CTSA and the statutory guidance issued under section 29 of the CTSA and in particular the hirer shall ensure that:-
 1. the premises (and each and every part of them) do not provide a platform for extremism;
 2. the premises (and each and every part of them) are not used to disseminate extremist views
- c) The Council reserves the right to revoke without notice any contract for the hire of the premises if it identifies or suspects that the hirer may use (or be using) the premises contrary to this clause

The use of school premises for purposes other than those of the school itself is subject in all respects to the County Council's regulations for the community use of Schools and Centres.