



Charging Policy

Ethos

At Norcot Early Years Centre we recognise the valuable contribution that a wide range of learning opportunities can make towards children's education. We aim to promote and provide such opportunities both as part of a broad and balanced curriculum for the pupils of the Centre and as additional optional opportunities.

Aims

- To ensure wraparound care and day care facilities are tailored to suit family requirements
- To ensure our charges are fair and consistent across the Centre.
- To ensure that the Centre has sufficient funding to provide educational activities for all children who attend the Centre.

Responsibilities of Governors

- To agree this policy and review it on a regular basis.
- To monitor and support the implementation of this policy.
- To review the charges when necessary and approve other services for which charges may be made / voluntary contributions requested as circumstances dictate.

Responsibilities of Headteacher

- To oversee the implementation of this policy.
- To arrange for the necessary accounting and administrative procedures in accordance with Reading Borough Council's Financial Regulations

Responsibilities of the Business Manager

- To ensure parents are notified of any changes/increase in fees, with a minimum of a months' notice.
- To ensure invoices are issued in a timely manner and queries are dealt with effectively.
- To pursue outstanding payments following the Centre's debt recovery procedure.
- To monitor the Centre's budget and liaise with the Governing Body and the Headteacher

Responsibilities of Admin Staff

- To be familiar with charges at the Centre.
- To liaise with families about the payment of fees (e.g. when necessary, to remind parents that a fee is needed)
- Refer arrears of fees to SMT for a decision on place suspension if necessary.
- Remind parents of the opportunity to donate to School Fund and the use of this fund.

Responsibilities of Parents

- To support, wherever possible, the learning opportunities that their children enjoy at the Centre. This could be achieved by:
 - Voluntarily contributing towards the Centre's fund
 - Helping out with certain learning opportunities/jobs that would otherwise need to be paid for by the Centre
 - To ensure that payment of any charges (fees etc.) due are paid at the correct time

Criteria for Success

- Children and families show enthusiasm for the learning opportunities provided by the Centre
- When asked, that parents are happy that the charges asked to fund various learning opportunities, are reasonable
- The Centre is able to provide these learning opportunities without loss

Associated Policies

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|-----------------------|--------------------|
| • Finance | • Safeguarding |
| • Health & Safety | • Security |
| • Premises Management | • GDPR UK Policies |

Policy Agreed: December 2025

Policy to be Reviewed annually by Finance Committee: December 2026

Appendix 1 - Terms & Conditions

- The Centre will request voluntary contributions from parents towards learning opportunities organised by the school during school hours
- The school will support the funding of certain learning opportunities. Subsidies may be available for children whose parents are unwilling or unable to make voluntary contribution
- The Centre may invite voluntary contributions towards the cost of ingredients, materials and equipment for items made at centre
- The Centre may make charges for breakages and damage to property, including broken windows and removal of graffiti
- If insufficient voluntary contributions are forthcoming for learning opportunities and insufficient subsidies are available, the Centre reserves the right to cancel the learning opportunities

Nursery School - free entitlement. Within the Nursery school the provision is funded for 15 or up to 30 hours per week.

Waterside Day Care

There is a charge for all sessions in the day care centre. Please refer to our website <https://www.norcotearlyyearscentre.co.uk/waterside-day-nursery> for details. The exceptions to this are:

- Children in receipt of 3yr old replace this with Early Years funding who are entitled to up to 15 or 30 hours per week. Wraparound care cost will apply (food, nappies etc.)

Charges for Additional Services

- Additional hours in the nursery school (known as non-funded hour places)
- Extended services (After school, Tea Club & Holiday Club)
- Centre sweatshirts and t-shirts

Parents may also be requested to pay the following:

- Reproducing documentation already issued (e.g. invoices and payment records) - £10
- Late fines - £10