



Charging Policy



1	Summary	Charging Policy			
2	Responsible person	Margaret Dennis			
3	Accountable SLT member	Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Caroline Knight, Margaret Dennis and Governors			
6	Who has been consulted and recommended policy for approval	Staff			
7	Approved by and date	16.11.22			
8	Version number	3			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	16.11.22			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



1. Introduction

- 1.1. Children who are eligible for the 2 year funding will be entitled to 15 hours a week free of charge. These children will take priority for places in our setting, however if the pre-nursery has vacancies, sessions will be available for an additional fee to paying parents/carers.

2. Aim of the policy

- 2.1. This policy sets out how we offer paid places for those children who do not receive the 2 year funding, how parents/carers need to proceed and what the nursery offers.

3. Implementation of the policy

- 3.1. Fees must be paid weekly or monthly in advance. Payments must be in cash.
- 3.2. Fees are charged at the rate of £4.50 per hour, each session is 3 hours. It is a requirement that a child attends a minimum of 3 sessions a week (e.g., £13.50 x 3 sessions=£40.50).
- 3.3. Sessions must be pre-booked for each term and will be reviewed, subject to availability.
- 3.4. If parents/carers fall behind with the fees, they will be given a reminder. If they expect or are having difficulty with paying fees, they are advised to talk to the School Business Manager.
- 3.5. If fees are not paid for two weeks, the child will lose their sessions.
- 3.6. A month's written notice is required for the withdrawal of their child from our pre-nursery.
- 3.7. Parents and carers will be asked to sign a contract for paid sessions and will be made aware that this agreement is subject to change in whole or part by Thorpepark Academy.
- 3.8. Parents and carers are required to pay for cancelled sessions due to illness/other reason at the normal weekly rate. This is due to the sessions being reserved and staff being allocated.
- 3.9. Dinners are charged at £1.50 per meal, per day. This will only apply if your child stays for a full day.