



Chertsey and Dorking Nursery Schools

CHARGES AND REMISSIONS POLICY

Statement of Policy

Chertsey and Dorking Nursery Schools aim to value each child as an individual to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the schools' policy for charging for the provision of additional opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child or family is prevented from participating because of financial circumstances. Some charges may therefore be waived or alternatives offered.

Activities in the Nurseries

Funded Entitlement

All children aged two are entitled to funded education for up to 15 hours per week if they meet either the criteria for Funded Entitlement for Eligible Two year olds (FEET Funding) or up to 30 hours if they are entitled to the Working Parent Entitlement. In the term after a child's third birthday, all children are entitled up to 15 hours of Universal Entitlement or up to 30 hours of funding per week if they meet the Working Parent Entitlement. No chargeable extras are enforced as a condition of a funded entitlement place.

Parents are asked to pay the cost of the meals that are provided for children who access a working entitlement place, however, this is not a condition of the place.

Additional private hours (outside of funded entitlement)

In line with government requirements, all additional hours, outside of funded entitlement are subject to a fee. This applies to: holiday clubs, lunch club, breakfast club, extended day sessions, late pick up and for nursery education and care for children aged from 2 years until the term after they are 3 years old if they do not meet the funded criteria listed above.

A deposit is required from all families who have accepted a fee paying place for two year olds. This will be refunded in the last invoice before the child is entitled to funded provision. Deposits will not be refunded if families choose not to take up their place.

A breakdown of Fees can be found on each school's website. Both schools are 'cashless' and fees are paid through the schools online payment system which details the services families are paying for.

Activities in both the Nurseries

We may ask parents for voluntary contributions towards the cost of a trip or educational activity, including activities such as Forest School and Woodland Adventures, but a contribution is not obligatory. Families on low income or in receipt of certain benefits may be entitled to a full or partial remission of charges when asked for a contribution. This is at the discretion of the Executive Headteacher / Head of School.

When an educational trip or activity has been organised and a contribution invited from parents, no child will be excluded from the trip because his/her parents have not made a contribution. However, we reserve the right to cancel the trip or activity if insufficient contributions are received. Any contributions already given will then be returned to the giver.

Once a voluntary contribution has been made, the general policy is that there will be no reimbursements for absentees on the day unless this would create hardship for the family. Children will be treated equally regardless of the amount of voluntary contribution made by their parents/carers.

We ask for a termly voluntary contribution of £10 per child in the Nurseries to support costs of items such as play dough, cooking, Forest School, etc.

At both schools, there may also be occasions where parents are accessing courses or workshops that incur an attendance fee, these will be shared in advance and support may be given to families who are in receipt of financial support.

Freedom of information Act

In line with the Freedom of Information Act the school will provide information requested but may impose a charge to cover the costs of photocopying and/or printing.

Approved by the Governing Body: September 2025

Review by: September 2026

Relevant for:-

Nursery: Yes	Parents: Yes
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Policy based on Surrey County Council Model Policy: August 2017 and SCC Charging Guidance for the Delivery of Funded Entitlements (Sept 2025- Aug 2026)