



The Downland Federation Nursery, Breakfast Club and After School Club Charging and Remissions Policy

Date of last review: April 2025

Date of next review: April 2026

Version: 2

Monitoring and Evaluation:

To be reviewed by the Federation Finance Committee

**The Downland Federation is committed to the
safeguarding and welfare of its students and young people**

Basildon C of E Primary School Nursery, Breakfast Club and After School Club operates during West Berkshire Council School term dates. These can be found on the school's website and the West Berkshire Council website.

The payment terms and conditions for any Parent/Carer accepting sessions for their child at Basildon C of E Primary School Nursery and/or Breakfast Club and/or After School Club are included in this policy.

Allocation of a place is conditional on the receipt of a signed declaration (Appendix A) agreeing to the terms and conditions of this policy. The declaration form is also available from the school offices either in person or via email.

Details of the various charges are given below. All payments are processed in line with the schools' Financial Management Policy and Procedures.

Government Funded Nursery Sessions for Two, Three and Four Year Olds (Universal and Extended)

There are no charges for these sessions.

Funded places are allocated on a term by term basis (autumn, spring and summer). Once a place has been accepted, it is anticipated that the child will attend for the full duration of the term. A minimum of a half terms notice is required to cancel a funded place, and the cancellation will be effective from the start of the following term.

Chargeable Nursery Sessions for Two, Three and Four Year Olds

Charges are approved by the Governing Board. The charges from 1st September 2024 are:

Session	Cost	Cost	Payable
	Two Year olds	Three and Four year olds	One off £75 registration fee
Morning Session (8.40-12.00)	£18.50	£18.00	Half termly, in advance of the first day of the half term
Afternoon Session (12.00-15.20)	£18.50	£18.00	

Once the offered sessions have been accepted, there are no refunds for non-attendance.

Once the offered sessions have been accepted, a minimum of a half term's notice is required to make a change. Failure to do so, would result in a £20 administration fee.

Chargeable Breakfast Club Sessions for Two to Eleven Year Olds

Charges are approved by the Governing Board. Charges (from September) are:

Session	Cost	Payable
Breakfast Club (7:45 until the start of school or nursery)	£5.50	Termly, on receipt of invoice.

Breakfast Club does not offer any funded sessions; all sessions are chargeable.

Once the offered sessions have been accepted, there are no refunds for non-attendance.

Chargeable After School Club Sessions for Two to Four Year Olds

Charges (from September) are:

Session	Cost	Payable
BE Breakfast; 7:45 – 9am	£5.50	Termly, on receipt of invoice.
BE Plus 4: 3:20-4.30pm	£8	Termly, on receipt of invoice.
BE Plus 5: 3:20-5pm	£12	Termly, on receipt of invoice.
BE Plus 6: 3:20-6pm	£22	Termly, on receipt of invoice.
BE Film Friday: 3.30-5pm	£10	Termly, on receipt of invoice.

Chargeable After School Club Sessions for Four to Eleven Year Olds

Charges are approved by the Governing Board. Charges (from September 2024) are:

Session	Cost	Payable
BE Clubs until 4.30pm	£6	Termly, on receipt of invoice.
BE Teatime Plus: 4:30 – 5:00	£4.50	Termly, on receipt of invoice.
BE Teatime Plus: 4:30 – 6:00	£12.50	Termly, on receipt of invoice.
BE Film Friday 3:30 – 5:00	£10.50	Termly, on receipt of invoice.

After School Club does not offer any funded sessions; all sessions are chargeable.

Once the offered sessions have been accepted, there are no refunds for non-attendance.

Payment Collection for Chargeable Sessions

If payment is not received by the settlement date, your child's place will be suspended with immediate effect and the place may be given to a child on a waiting list. A **late payment fee of £20** will be issued on the day that the next month's statement is raised.

The suspension of chargeable sessions would not impact any funded sessions that the child attends.

Once the debt has been cleared, the Executive Headteacher will consider reinstating the chargeable sessions, and communicate the outcome of this decision to the Parent/Carer in writing.

In the event of continued non-payment, the school have the right to refer the case to West Berkshire Council Legal Services.

Nappies and Wipes

Parents/carers are expected to provide nappies and wipes for their children. We reserve the right to charge additional fees for children who do not have these. The current charges are 20p per day for wipes and 50p per nappy. These charges are payable in arrears and will be added to the next invoice.

Remissions

The Headteacher may wish to remit, in full or part, any charge made to Parents/Carers. In line with the schools' charging and remissions policy, this will be at the discretion of the governing board.

APPENDIX A:

TO BE COMPLETED DIGITALLY VIA LINK

**Nursery, Breakfast Club and After School Club
Charging and Remissions Policy**

Declaration Form

Child's Name	
Child's Date of Birth	

I confirm that I have read and understood the Nursery, Breakfast Club and After School Clubs Charging and Remissions Policy, and that I agree to, and am bound by, the terms and conditions in this policy.

Parent/Carer's Name	
Parent/Carer's Signature	
Date	