

The aim of this policy is to ensure that all our families that are entitled to flexible funding, both 2 year old funding and early education funding, are able to access this fairly in conjunction with guidelines set out by the DfE and supporting legislation 'Schools may invite voluntary contributions for some activities, if they make clear that the contributions are voluntary and that the child's participation in the activity is not dependent on whether or not the parent contributes. No charge can be made unless the Governing Body or Local Authority has drawn up a charging and remissions policy, which must be made available to parents upon request.'

Government funding is intended to cover the cost of delivering 15 or 30 hours a week, high quality, early education. It is not to cover the cost of meals, consumables, additional hours or additional services. The funded entitlement will be delivered consistently so that all children accessing any of the entitlement will receive the same quality and access to provision, regardless of whether they opt to pay for additional hours, services, meals or consumables. Where any charges or voluntary contributions are requested, children of parents who are unable, or unwilling, to contribute will not be discriminated against.

As an Early Years Centre, we are inclusive and no child will be refused access to their funding entitlement for any reason other than capacity. We must maintain our ratios at all times and ensure that children's safety is our priority.

1. Admissions

No charge will be made in respect of admission for NEF or Funded Two's sessions

2. Education during school hours

2.1 Any activity required specifically by the curriculum, or to fulfil a statutory duty cannot be charged for. Voluntary contributions towards the cost of the activity may be invited. A child will not be excluded from taking part in an activity because their parents are unwilling or unable to pay, however the Centre reserves the right to cancel the activity if insufficient funds are available.

2.2 There is no charge for group or class music tuition which is part of the EYFS Curriculum, but parents may be invited, voluntarily, to make a contribution to the cost of hiring instruments or providing music if required.

2.3 Parents cannot be required to supply any books, materials or other equipment for use in Centre hours, but parents can be invited to assist with the provision of the basic items.

2.4 On a voluntary basis, parents may contribute to the cost of ingredients and materials for use in the Centre. This assumes that the parents will own the finished product.

2.5 Parents may be charged for the cost of any materials, books, instruments, or equipment, where the child's parent wishes them to own them.

3. Education outside school hours and Optional Extras

3.1 Charges cannot be made for education provided outside Centre hours if it is part of the curriculum or part of religious education.

3.2 Charges may be made for out-of-Centre trips or activities on the basis of parental willingness to pay for these 'optional extras'. No remission is available for these trips.

3.3 Charges can be made for transport (other than transport that is required to take the pupil to the Centre or to other premises where the Local Authority/Governing Body have arranged for the pupil to be provided with education).

3.4 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

3.5 If a proportion of an activity takes place during Centre hours the charge will not include the

cost of alternative provision for those pupils who do not participate.

3.6 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

3.7 Charges may be made for extended day services offered to pupils (e.g. breakfast club, afterschool club) and any additional time that the child attends the Centre over their free nursery education hours entitlement.

3.8 If a charge is to be made for an optional extra, parents will be advised how the charge is worked out and who might qualify for help with the cost (or get it free of charge).

4. Voluntary contributions

4.1 If an activity cannot be funded without voluntary contributions, the Governing Body or Head of Centre should make this clear to parents at the outset. The Governing Body or Head of Centre must also make it clear to parents that there is no obligation to make any contribution.

4.2 No child shall be excluded from an activity because their parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit or activity, or the Centre cannot fund it from some other source, then it must be cancelled. The Centre will make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The Centre will make it clear to parents at the outset what the policy for allocating places on Centre visits will be.

4.3 When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory. The Centre will avoid sending letters to parents as a reminder to make payments and direct debit or standing order mandates will not be sent to parents when requesting contributions.

5. Breakages and Damages

The Governors are entitled to require parents to pay for the cost of damage caused by their child and/or their behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced resources.

6. Community Facilities

Histon Early Years Centre may charge for the use of its facilities by the local community and other organisations and may generate a profit from this which will be spent on the purposes of the Centre and/or on community facilities.

The Governing Body is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. We are committed to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken within the Centre.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people. We expect and require all members of the Centre community to share this commitment.

Date: November 2022

Agreed by Governors: 14th November 2022