Policy written by:

High Oakham Primary School - headteacher

May 2019

Policy for the administration of additional hours

High Oakham Primary School

Adopted at the meeting of the Full Governing Body on:

Minute Number:

Signed:

Chair of Governors:

Record of Policy Amendment / History

Version/ Issue	Date	Author	Reason for Change
1	May 2019	Stephanie Astle - Headteacher	New Policy – May 2019 – following review of Nursery procedures and policies

Background

High Oakham Primary School took over Little Acorns in 2016 providing early years entitlement for 3 and 4 year old in the community. Education in FS1 (Foundation Stage 1) is non statutory as children who attend are not of legal school age. Additional hours are offered to three and four year olds already enrolled for their funded sessions in our nursery in the term after they turn three.

Additional hours are offered to all families and can be funded by themselves or through the 30 hours extended entitlement initiative. Hours offered are at the discretion of the Headteacher and take into account children's needs and welfare and current nursery capacity.

The purpose of these sessions is to meet the needs of families with working parents to support with childcare while they are working and this will be taken into account when allocating them in relation to our waiting list to complement the 15 hours or the 30 hours entitlement. Our priority remains the 15 hours universal and 15 hours extended entitlement for children in the community as per the admissions policy however, we also take into account our sustainability against our budget.

Please note additional hours can only be accessed by children in the term following their 3rd birthday.

Cost of Additional Hours

Additional hours are charged at £4 per hour.

Procedure for administering additional hours for children already in school

1. Parents request additional hours.

2. The admin assistant Mrs Thomas, ascertains availability of the sessions using the class lists and additional hours spreadsheets and discusses this with the Headteacher.

3. When a decision is reached, the admin assistant liaises with parents. A contract is issued, (see Appendix 1 and Appendix 2) and a start date and a review date are confirmed.

4. The parents return the signed contract and are given a copy for their own records.

5. The child's name is entered on the additional hours finance spreadsheet.

6. Invoices are raised where requested by parents and show the breakdown of sessions on a week by week basis for the month; finances are tracked using the additional hours spreadsheet, showing weekly costs and payments.

7. Parents MUST pay for additional hours 4 weeks in advance, although in some instances arrangements can be made to pay weekly. This must always be in advance of accessing the sessions. Payment can be made via cash, cheque or by childcare vouchers.

8. Any revision to the additional hours prices will be notified to parents/carers the term prior to the new charge taking effect.

9. All money received will be banked in accordance with the school's financial procedures and regulations.

10. Payments by cash or cheque (made payable to High Oakham Primary School) will be checked by the admin assistant, entered on the spreadsheet and a receipt issued. Monies received will be paid into the school budget.

11. Parents also have the opportunity to pay by childcare vouchers or the tax free childcare initiative. Parents register with the Childcare Company who either send a cheque into the school or pay by BACS directly into the NCC bank account. Payments direct to NCC will include the child's name for reference. All income is tracked and recorded on the spreadsheet. On the request of NCC, payments from the tax-free childcare scheme are paid directly into our private bank account. Any such payments, once cleared through the bank, will be transferred by cheque to the school budget

12. All payments will be recorded on the spreadsheet on a daily basis and cash or cheques received will be banked weekly.

13. All monies banked will be reconciled to budget postings on a monthly basis.

Management of Additional Hours Debts

This policy has been adopted to ensure that a consistent and fair approach is applied to debt incurred by parents/carers whose children attend for additional hours . The Local Authority is not accountable for the administration of additional hours , therefore the responsibility falls on the school to pursue instances of non payment. As a result the school budget will have to directly fund any outstanding debts that cannot be recovered thereby directly affecting the amount of money that is available to provide education to all pupils.

To ensure that the School's budget is not adversely affected by the cost of providing additional sessions, the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although, this may seem harsh to some parents it is important that the provision of additional sessions does not run at a loss, otherwise the school budget will be affected, and to the detriment of all our pupils.

When payment has not been received for the forthcoming week's provision, the school may provide the service where it is felt that this is a temporary situation that is not happening regularly e.g. lost or forgotten money, temporary hardship etc. however, details should be recorded in writing and a record maintained and monitored.

Procedures for parents falling behind with payments are as follows:

1. The admin assistant will initially speak to the parents at the first opportunity to ensure that debts are not accumulated.

2. The admin assistant will then send a text reminder asking for payment within 7 days. The same process will be used if a cheque is not honoured by the bank.

3. If the parent still does not pay, the parent will be issued with a letter and invoice for the amount that is owed. (see Appendix 2).

4. A final warning will be issued if payment has still not been made and the additional sessions will be terminated. (see Appendix 3).

Please note if step 2 happens on more than 3 occasions, requests to increase additional hours will not be approved.

Monitoring and Recovery of Extended Services Debt

At each meeting of the Governing Body/Finance Committee, the Head Teacher will provide Governors with details of any outstanding additional hours debt and the current / profiled position with regard to the overall profit or loss of the provision. If the provision is running at a loss, the

Governors then will have to decide on the existence of the provision in school. The aim of this policy is to minimise the opportunity for debt balances to build up and incurring costly referral to the School's solicitors. The School does, however, reserve the right to begin legal proceedings to recover outstanding additional debts and inform the Local Authority, Legal Services.

Where full or part payment for additional hours is to be made via voucher scheme, regular reconciliations should be performed to ensure all monies due is received from the voucher company to avoid the commencement of action with the parent should there be a delay in payment from the company.

All write-offs of outstanding debt must be approved by the Governing Body/Finance Committee following submission of details of the debt by the Head Teacher together with reasons for no further action being taken.

APPENDIX 1

TO BE RETAINED BY THE PROVIDER

CONFIDENTIAL

REGISTRATION AND CONTRACT FOR ADDITIONAL HOURS (TERM TIME ONLY) AT HIGH OAKHAM PRIMARY SCHOOL – FOUNDATION STAGE 1 - NURSERY

This form should be filled in and given to Mrs Thomas, admin assistant at High Oakham Primary School. We will provide a copy for you and the original will be kept in school.

Child's Details		EARLY YEARS SETTING NAME :	**High Oakham Primary School**
Child's Forename:		Child's Surname:	
Child's Date of Birth:		Name of Parent/Carer:	
Child's Home Address:	Postcode:		
Home Telephone No.		Mobile Telephone No	

Please check the following days and hours are correct for your child.

Days	**Additional hours - morning** **£4 per hour**	**Additional hours - afternoon** **£4 per hour**	**Total Cost per Day**
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total			

Please turn over to read and sign to accept the following terms and conditions:

Terms and conditions:

- The cost of the care will be £ ……. per week. Payments can be made by CASH or CHEQUE (made payable to High Oakham Primary School) or childcare voucher.
- The fees are payable one month in advance. Please pay on the first Monday of every month or the first day nursery is open if there has been a school holiday, Bank Holiday or inset day. If not paid in advance, sessions cannot be accessed as per Administration of Additional Hours policy.
- You will need to pay IN FULL for your childcare even if your child if off sick or on holiday, as the staffing will have been arranged to look after all the children.
- If the nursery is closed for any reason (ie. Inset day or bad weather) you WILL NOT be charged for the childcare on that day.
- If you want to end your childcare contract, one month's written notice must be provided.
- Non-payment will result in your childcare place being terminated as per our policy

Parent/Carer Signature:	**Date:**
Office use only:	
Received by:	**Received on:**
Checked, copy returned and filed by: **On:**	

APPENDIX 2

Parent or carer of (Pupil Name)

(Address Line 1)

(Address Line 2)

(Address Line 3)

(Post Code)

Date: XX/XX/XX

Dear xxx

OVERDUE ADDITIONAL HOURS FEES for XXXX

According to the School's financial records you have not paid additional hours money for (pupil name). As at xx/xx/xx your account is showing a debt of £xx.

In order that there is no detriment to the school's budget, please clear your child's debt by making arrangements for the outstanding additional hours debt to be paid immediately. Once you have cleared the current debt, I should be grateful if you could ensure that you keep your account in credit. The current cost of additional hours is £x per hour.

If you have any queries regarding these arrears or wish to discuss the matter further, please do not hesitate to contact the school office.

Yours sincerely

Mrs Stephanie Astle

Headteacher

APPENDIX 3

Parent or carer of (Pupil Name)

(Address Line 1)

(Address Line 2)

(Address Line 3)

(Post Code)

Date: XX/XX/XX

Dear XXXX

OVERDUE ADDITIONAL HOURS FEES for XXXX

I am writing regarding the current level of outstanding additional hours debt that is showing on your account. Despite previous correspondences and messages the debt for your child xx is still outstanding. The School's records show that as at xx/xx/xx your account is £x in debt. The current cost of additional hours is £x per hour, £x per day or £x per week.

I would ask that you please make arrangements to clear this debt immediately and take steps to ensure your account is kept in credit in the future.

As the School's budget will have to fund any overall debt incurred through the provision of additional hours, it is essential that all payments are up to date so that the quality of the service provided to all pupils is maintained. Unfortunately, if the debt is not cleared by xxxxx the additional hours provision will no longer be provided to your child. The School reserves the right to begin legal proceedings to recover the outstanding debt and to inform the Local Authority.

If you have any queries regarding these arrears, please contact the school office immediately so that this matter can be resolved.

Yours sincerely

Mrs Stephanie Astle

Headteacher