



**COVID 19 CHARGING POLICY STATEMENT  
FOR  
ASHMORE PARK AND PHOENIX NURSERY SCHOOLS FEDERATION  
ISSUED: NOVEMBER 2020**

***APPROVED BY GOVERNORS UNDER CHAIRS ACTION ON 25.11.2020***

	<b>NAME</b>	<b>CONTACT DETAILS</b>
<b>HEADTEACHER:</b>	Mrs Susan Lacey	01902 558116 01902 558126
<b>DESIGNATED GOVERNORS:</b>	Governors Appointed to: Finance & General Purposes Committee	01902 558116

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**1. Introduction**

The Federation recognises that families may be experiencing financial hardships beyond their control due to current circumstances, this supplementary document sets out the arrangements in relation to 'Lunchtime Provision Fees' associated with COVID-19 restrictions.

**2. Risk assessment**

In order to ensure both schools continue to operate in a safe way, it is imperative that all families' adhere to all directives re. Self-Isolation issued by NHS Test and Trace; the NHS Covid-19 App or Public Health England.

If, therefore, a child attending Ashmore Park Nursery or Phoenix Nursery, or a member of their family is directed to Self-Isolate, which impacts the ability for the child to continue to attend school all 'Lunchtime Provision Fees' associated with the provision will be waived for the duration of the 'Directed Period of Isolation'. Please note that a copy of the electronic notification stipulating the period of isolation will need to be forwarded to the applicable school's Senior Administrator for monitoring and recording purposes.

**3. Roles and responsibilities**

**a. The Governing Board will:**

- Regularly assess the effectiveness of the policy
- Prioritise the wellbeing of all children and staff, and ensure appropriate action is taken.

**b. The Headteacher will:**

- Have overall responsibility for the revision and implementation of the policy
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all children and staff, and ensure appropriate support is in place.

**c. The School's Senior Administrator will:**

- Ensure all reported cases are recorded and a copy of the electronic notification is obtained from the child's parent/carer
- Calculate and notify parents/carers of the period of waiver for 'Lunchtime Provision Fees' and confirm if an overpayment has been made to the school for the period of isolation
  - In all instances, any overpayment of funds will be deducted from the child's forthcoming provision charges.

**d. Parents/Carers will:**

- Adhere to any recommendations from their school to help reduce the risk of transmission
- Keep their child at home if they or anyone within their household is displaying symptoms of COVID-19, or if otherwise advised to by their School or another appropriate Body e.g. NHS Test and Trace; the NHS Covid-19 App or Public Health England
- Forward all electronic notifications to the Senior Administrator at school for recording, monitoring and auditing purposes.