



Fee setting and waiver policy

- i. The CHIPS Guildford management committee, made up of our Trustees, local stakeholders and community representatives including those from families of children attending, will set the daily fee for attending provision to ensure that it's affordable for low income families within our target communities of Ash, Stoke and Westborough and so that it represents value for money.
- ii. Any increase in fees will be accompanied by a consultation, firstly with parent/carer representatives on the CHIPS Guildford committee and, then if appropriate, with the wider community.
- iii. It is the policy of CHIPS Guildford that families unable to afford the fee for their children to attend provision are considered and cared for and that an inability to pay our fees is not a barrier to participation. A target is therefore in place of at least one-third of places per delivery period to be made available at no-cost to the home with places allocated via referral to CHIPS Guildford through the child's school or social services. Guidance on how to allocate these places will be provided to schools for each delivery period, mindful of any funder restrictions. Performance against this will be monitored by the CHIPS Guildford committee following each delivery period.
- iv. The cost of free places should be met through fundraising. When funding allows, the percentage of free places should be increased but up to no more than two-thirds of places available. This is to enable local children to join us who may not be eligible for a free place based on the income of their home (as measured through receipt of benefits-related free school meals) or through the needs of the child (as assessed by their school) but whom would benefit from our provision.
- v. There is to be no charge for cooked lunches, healthy snacks or cookery activities to prevent the uptake of these being dependent on home income. These are to be offered, for free, to all children attending provision.
- vi. To ensure that delivery welcomes families for whom fees would prove a barrier to participation, all publicity surrounding delivery will include that free places are available and contact details provided for further information. Similarly, information about CHIPS, as shared by our charity on social media, our internet site and within delivery newsletters, will indicate that we offer free places.
- vii. Fees for CHIPS Guildford are payable in full in advance of delivery to guarantee a child's place. Request, and any necessary follow-up communications regarding this fee by CHIPS Guildford will include that free places as available, via referral from their school or social services, to children whom would otherwise be unable to attend based on cost.
- viii. The CHIPS Guildford management committee retain the discretion to waive fees when information indicates that this is in the best interest of the child. The cost of this action is to be met through fundraising or reserves if adequate and appropriate.
- ix. This policy, and actions taken/performance against it, is to be reviewed annually alongside the review of fees by the CHIPS Guildford management committee. This review should include:
 - a. the fee charged,
 - b. percentage of children attending at no cost and a consideration of the funding climate to enable this to continue,
 - c. a consideration of fee information included in CHIPS Guildford publicity material.

Approved by:

Date: