

Charging and Concessions Policy

Springboard aims to ensure that our services are available to those children and families who need them and that the cost is not a deciding factor in this.

We will therefore ensure that all families wishing to use our services will be aware of our Charging and Concessions Policy and will know how to apply for concessionary rates where applicable.

The following sets out the criteria used to identify children eligible for concessionary charges. These are based on those used by Government to assess eligibility for 2-year old funding.

Play room sessions

- Where parents use their statutory funding (FEE) to access sessions, no charge will apply.
- Children not yet in receipt of 2-year funding will be charged a concessionary rate as their sessions are subsidised by North Somerset Council
- Where parents choose to use all their FEE funding at another setting concessionary rates will not apply and a standard cost will apply.
- These rates may be changed at the discretion of the CEO / Trustees

Additional Charges

- Late collection of a child at the end of a session may incur a charge of £5 per fifteen minutes. Springboard's 'Parent Failing to Collect a Child' policy will also be followed.

Exceptions

It is Springboard's policy not to charge families for play room sessions that are missed on account of medical or hospital appointments as long as we are informed at least 2 working days in advance of the appointment.

Training

A scale of charges is set out for our various training activities and these will normally include a concessionary parental rate.

Concessions for children aged two years and under:

Parents and carers in receipt of the following benefits may be eligible for a further concessionary rate:

- Universal Credit
- Income Support
- Income – based Job Seekers Allowance
- Child Tax Credit – provided your annual income as assessed by HMRC does not exceed the stated limit

This is in line with 2-year-old funding criteria and is not an exhaustive list.

Evidence of receipt of these benefits may be required.

Receipt of Working Tax Credit does not entitle a concessionary place.

To establish eligibility, an Application for a Concessionary Rate form must be completed.

Parents/carers wishing to claim Concessionary Rate will be helped to access any other funding e.g. 2-year funding, before eligibility for a concessionary rate is assessed. Children in receipt of 2 Year Funding or 3-4 Year Funding will not be entitled to the Concessionary rate.

Eligibility will begin on the date an application is received or at the start of term if eligibility can be proved at that point. Eligibility will be reviewed on a termly basis.

The setting Manager must be informed of any changes to benefits or support payments. Concessionary services will be agreed by the setting manager and the business manager for a maximum period of 1 year, but may be renewed for a further period subject to the conditions still being met.

The Business Manager will complete an audit of concessions annually.

Exclusions

This policy does not apply to:

- Springboard membership fees
- Fundraising events and activities
- Stay and Play sessions

This policy was adopted at a meeting of Springboard Opportunity Group's Board of Trustees	
Held on	
Date to be reviewed	21/11/25
Signed on behalf of the Board of Trustees	
Name of signatory	Jenie Eastman
Role of signatory	Chair