



## **Charging & Remissions Policy**

Author	Liane Johnson
Approved by Governing Body	March 2023
Review Date	March 2024
First Version Date	March 2017
Version	7

# Aspiring Foundation Federated Nursery Schools

## Charging and Remissions Policy

### Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### 1. Education during school hours

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 his/her parents / carers are unwilling or unable to pay, however the school reserves the right to cancel the activity if insufficient funds are available.

In certain circumstances, the provision of a trip in school time may be entrusted to a 'third party', for example a tour operator. The school will be responsible for advising parents on the adequacy of the arrangements made by the third party to secure the safety and welfare of the children. In these cases, a charge can be levied directly on the parents by the third party.

### 2. Snack

Aspiring Foundations Federated Nursery Schools offer a small healthy snack during each session. A voluntary charge is made to cover the cost of this. Where parents are unable or unwilling to pay for snacks, we reserve the right to talk to parents about the reasons for this and where possible to offer alternative arrangements e.g. reduced costs or asking parents to supply a piece of fruit for their child depending upon circumstances.

### 2. Breakages and Damages

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

**3. Remissions** are payments made by the school to meet the cost of the charges where parents of the child are subject to financial hardship. Remissions are made to try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities offered by the school. In these circumstances the governors decide on specific criteria to determine which families are entitled to remissions. In addition to this, remissions for voluntary contributions are offered to parents / carers who have more than one child currently attending nursery school.

#### **4. Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We support parents who wish to pay in instalments
- When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the trip

#### **5. Additional sessions/ transition sessions**

Aspiring Foundations Federated Nursery Schools offer the facility for parents to purchase additional nursery sessions / top up sessions in addition to their child's funded 15/30 hours. These places are offered on a termly basis dependent on availability. Parents/carers are offered the choice of purchasing regular or ad hoc sessions and are asked to complete and sign a contract which outlines the current charges. Payment is requested prior to the session taking place. All charges are agreed by the Resources Committee and reviewed yearly in the summer term prior to the new academic year. The Federation retains the right to stop additional sessions if payment is not made. All income received is paid into the school budget. As staffing is required for these sessions, we ask that once the sessions are arranged that payments are made, even if the child does not attend.

We also offer transition sessions to children who are 3 but do not yet qualify for funding. These are offered depending upon availability and on the same terms above.

*(Please also see Admissions Policy)*