



**Ham Drive Nursery School and
Day Care**



CHARGING AND REMISSIONS POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the Local Authority policy and DCSF guidance.

Definition

The school day is defined as:

PBNS: 8.45 am – 11.45 am (morning session) and 12.30 pm - 3.30 pm (afternoon session).

Breakfast Club, Lunch Club and After School Club does not form part of the school day.

HDNS: 8.45 am – 11.45 am (morning session) and 12.30 pm - 3.30 pm (afternoon session).

Breakfast Club, Lunch Club and After School Club does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy statement

During the school day all activities that are a necessary part of the Early Years Foundation Stage(EYFS) or National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the EYFS, National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example school trips and weekly snack/fund money.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel

activities.

From time to time we may invite a non-school based organisation such as ZooLab to arrange an activity during the school day. Such organisations may wish to charge parents/carers, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Voluntary Contributions

The school or governing body can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities such as school trips and fund/healthy snack will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip will be cancelled or may cease.

There is no obligation to parents to make any contribution. The child will not be excluded from any activity due to his or her parents/guardian/carer either unable or unwilling to pay.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents/carers will be told how the charges were calculated.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example Breakfast Club, Lunch Club, After School Club or Playscheme. Such activities are not part of the EYFS, National Curriculum or religious education nor are they part of an examination syllabus. These sessions incur a fee which is available on request and parents/carers will be made aware of these charges before bookings for these sessions are taken. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding. Where children attend at lunch times as part of accessing their 30 hour entitlement the lunch period will form part of that entitlement until the 30 hours are used up and will not be charged for. Additional lunch club hours will need to be paid for as set out above.

Optional Extras

Charges will be made for some activities known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of school time that is not:
 - Part of the National curriculum;
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - Part of religious education.
 - Transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- Non-teaching staff;

- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include a subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

A charge will not be added for the cost of alternative provision for those pupils who do not wish to participate

Participation in any optional extra activity will be on the basis of parental/guardian/carer choice and a willingness to meet the charges. Parental/guardian/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

Signed:

Chair of Governors.

Date: 13.7.17

Policy review cycle: Annual, next review July 2020.