



Forest Alliance  
of Nursery Schools

**Our visions and values:**

- **Protecting children's right to play learn and have a voice.**
- **Keeping parents involved in children's development**
- **Governors and staff leading the way on quality**
- **Working partnership with health professionals and schools**
- **Being ethical, respectful and tolerant**

The Forest Alliance of Nursery Schools:  
**CHURCH HILL & LOW HALL NURSERY SCHOOLS**

**Charging and Remissions Policy**

Date Governors Approved: April 2018, February 2021, 23<sup>rd</sup> February 2022

Reviewed by: Hasina Rashid January 2023, April 2023, January 2024

Date Governors Approved:

Approved by:

Signature:

Date of next review: Spring 2025

# CHARGING AND REMISSIONS POLICY

## Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development, e.g. cooking, short walking trips to the park or shops, special visitors, hatching eggs, butterflies, and Brooks Farm. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

## Aim

The aim of this policy is to set out what charges will be levied for various activities and services and the circumstances under which voluntary contributions will be requested from parents.

## Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

## Charges

Charges will not be made for any activities which form part of the Early Years Foundation Stage curriculum requirements. No charge can be made for education and care during a child's 15 or 30 hour entitlement. The Governing Body reserves the right to make a charge in the following circumstances.

- Voluntary Contributions – the Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school/centre hours. We ask all parents to contribute £2 per week to our school fund, which helps towards buying food for the children's snacks and also enables us to provide any extra items for cooking, gardening, sewing or mending of equipment, trips and the buying in of external agencies e.g. entertainers, workshops etc.

Parents are under no obligation to make any contribution and the children of parents who are unable or unwilling to contribute will not be discriminated against.

At the Forest Alliance of Nursery Schools any charges we make are aimed at meeting costs and not exceeding costs i.e. the school does not aim to profit from any voluntary contributions. In the event of insufficient voluntary contributions being made some activities may have to be cancelled. The Executive Headteacher has the delegated authority to determine whether any such activity will continue. Fundraising will be encouraged, led by the volunteers of the Nursery, to subsidise activities ensuring costs to families are kept to a minimum.

- Non-Curricular Events - Parents, carers and children will be invited to take part in annual non-curricular trips where the cost of transport and venue entrance fees will be calculated and split evenly across the number of tickets available. No profit will be made from these events.
- School Meals - There is no charge for children who are entitled to free school meals or infant free school meals. Currently nursery children are not included in the Universal Free School Meals offer made available by the government. Pupils who are not entitled to free school meals will be charged a set amount as decided by the governing body of the school.
- After School Club and Daycare Sessions – The school is funded by the L.A, no fees are charged for the LA funded free education. In addition to your child's LA funded education we are able to offer a childcare facility. The school offers After School Club and Daycare sessions. These sessions

are over and above the LA funded free entitlement and therefore carry a cost. Please refer to our Daycare Fee Sheet and Terms & Conditions for further details.

- School Lettings – Parts of the school are available for individual letting as per the terms of the letting agreement. A reduced community group rate may be charged dependent upon the classification of the letting group and the activity. The school has the right to refuse any request for letting that they believe is not in the best interest of the school. Where the school is let on a more regular basis (e.g. daily or weekly) the school will agree a specific charge with the organisation in a written agreement.

Please refer to 'Lettings Policy' for further information.

- Other charges - The Executive Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a full copy of an OFSTED report, personal phone calls or personal photocopying and copies of photos taken in school, filling in passport applications and requests for letters on school letterhead to government agencies.
- As prescribed under the GDPR regulation, the school will not charge for Subject Access Rights (SAR) requests for the initial copy of information held on file. Additional requests may incur a charge depending on the data volume and price of copies as set out in our Guide to Information Available.
- Loss, damage and breakages - in cases of loss, damage or breakages of school books or activity packs on loan to parents the school make a charge to cover the cost of replacements.

## General

The Governing Body may, from time to time, amend the categories for which a charge may be made. The Governing Body reserve the right to revise the Charging and Remissions Policy as necessary.

## Remissions Policy

The school will give consideration to the remission of charges to parents or carers who are either receiving long-term medical care or who are receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals.

Parents or carers must complete the **Application for remission of charges** form, and provide evidence of eligibility for the remission of charges, and will be dealt with confidentially.

The executive headteacher and chair of governors will review applications for the remission of charges and will be authorising authority.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and executive headteacher.

### **Inability or unwillingness to pay**

The federated governing body of the Forest Alliance of Nursery Schools is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Where the parents of a child are unable to meet any one of the charges the school may make, they can apply in confidence to the executive headteacher for the remission of charges in part or full.

### **Cancellation charges**

During our admissions process, if families withdraw after they have engaged with us by responding to our 'What place do you want?' email, a cancellation fee of £50 will be charged. Similarly, if families leave before the end of one term's attendance, an administration fee of £50 will be charged.

Whenever parents are asked to make a voluntary contribution to school trips or visits, the contribution may be non-refundable if the child is unable to attend the activity. This will always be made clear to parents when requesting the contribution. Non-refundable contributions will apply when the school has to pay costs in advance of the trip or visit, such as pre-paid tickets or pre-booked transport.

When new community lettings are agreed, cancellation charges will be agreed with the community groups and written into the letting agreement.

### **Responsibilities**

The Governing Body has delegated responsibility for determining the content of the policy to the Finance, Pay & Personnel Sub Committee; the executive headteacher is responsible for its implementation. Any determinations with respect of individual parents will be considered jointly by the executive headteacher and Finance, Pay & Personnel Sub Committee. The executive headteacher will have the delegated authority to determine whether any activities will continue if insufficient voluntary contributions are received.

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