



Charges and Remissions Policy

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Introduction

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

Charging policy

Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment;

Voluntary Contributions

Woodfield Nursery School asks for voluntary contributions towards the cost of school-time activities such as snack, baking, gardening materials and visitors to the school to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable then the activity will be cancelled.

It is made clear to all parents that contributions are voluntary and that there is no obligation to make a contribution.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- Any materials, books or equipment where a parent wishes their child to own them
- Extra Nursery sessions over and above the 15 hour entitlement will be charged at £24.00 for a three hour morning or afternoon session. Children who are entitled to 30 hours free education will not be charged but will be asked to provide a packed lunch. Extra sessions in Nursery will be charged at £24.00 for a 3 hour session. **All**

paid provision will be reviewed on a termly basis. A contract for regular paid sessions will state the details of how to pay, number of agreed sessions and will be agreed and signed by parent(s).

Morning session 8:40am to 11:40am

Afternoon Session: 12:30 to 3:30pm

- Extra hours or part of an hour will be charged at **£8** if parents require to extend the day - free spaces will be offered only if there is no child waiting for their free entitlement or a space in the Nursery will be needed for a child in Kindergarten. Parents will be expected to pay in advance where this is a regular arrangement and a contract will be drawn up in the form of a parental agreement to outline exactly what is free and what is being paid for.
- Breakfast club will be charged at £1 per session from 7:45 – 8:40am. School will provide a healthy breakfast.
- Lunch club will be charged at **£4.50** per session from 11:40am to 12:30pm and parents will provide a healthy packed lunch.

Late Charges

We will charge for **persistent** late pick up if arrangements have not been agreed with Key person or the Headteacher. The current charges will be displayed on the Parents' Notice Board and parents will be informed when these charges will be applied. **Currently this is £5.00.**

Optional Extras

- educational or other activities provided to enhance the curriculum such as visits to the farm or zoo.

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.

Remissions Policy

Charges for other 'chargeable activities' may be fully or partly remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Early Years Pupil Premium to allow 'chargeable activities' to be fully or partly remitted.

Parental circumstances will be taken in to full consideration when asking for charges for other 'chargeable activities' and may be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

