



**Working together,
nurturing excellence.**

Charging and Remissions Policy

February 2023

Review date: February 2024

Introduction

As legislated by the Education Reform Act 1988, as amended, the School Governors are required to determine and publish a charging and remissions policy. The School Governors anticipate that it may be necessary from time to time to amend the policy but, if so, parents will be notified accordingly.

Terms

Terms used in this policy are as those defined within the legislation.

School Hours.

School hours are those when the School is actually in session. They do not include the mid-day break.

School hours are: -

Reception

8.50am to 11.45am/ 12.45pm to 3.10pm

Key Stage 1

8.50am to 12:15pm/ 1:15pm to 3:10pm

School trips and visits and activities

This policy confirms the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents / carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents / carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

Parents / Carers have a right to know how each individual trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits e.g. Tatton Park & Stockley Farm
- Activities which require transport expenses
- Outdoor adventure activities such as 'Nest in the Woods'
- School based workshops such as Ukulele making

No charge will be made (except at (1), (2) and (3) below) for any activity offered to pupils during the school day.

No charge will be made (except at (1) to (4) below) for any activity which is organised by the School outside the school day.

1. Charges may be made for the actual cost of tuition to individuals or groups of not more than four in the playing of a musical instrument not being part of a syllabus or prescribed examination where parents have indicated their agreement in advance.

2. Charges may be made for materials or ingredients required for practical subjects where parents have indicated in advance their desire to own the product.
3. Charges may be made for the actual board and lodging. No charge in respect of board and lodging will be made for pupils whose parent(s) or guardian(s) is/are in receipt of any of the following state benefits: Income Support, Income-based Job Seekers Allowance, Working Families' Tax Credit or Disabled Person's Tax Credit.
 - (a) During school hours. or
 - (b) Outside school hours but required to fulfil a statutory duty or syllabus of a prescribed examination.
4. Charges may be made for other activities which are recognisably distinct from the curriculum where parents have indicated their agreement in advance.
5. **Charges may be adjusted for families that are more vulnerable.**

Government Funded Nursery Sessions

GOVERNMENT FUNDING FOR 3-4 YEAR OLDS TO ATTEND NURSERY OR CHILDCARE

The term after they are three, children are eligible for 15 hours government funding for Nursery places. At Banks Lane Nursery this can be used during school term time only. The Nursery is closed for 5 school training days a year.

If parents/carers wish their child to attend for more than 15 hours at Banks Lane Nursery they can increase the time in accordance with the Nursery pricing structure. (See section 6 – What we can charge for)

FUNDING FOR WORKING PARENTS OF 3- AND 4-YEAR OLDS TO ATTEND NURSERY OR CHILDCARE

The Government provides additional support with childcare fees for working families. If a child is three or four years old and both parents are working at least 16 hours per week, or a lone working parent is working at least 16 hours per week, then an additional 15 hours funding may be available. This may provide a total of 30 hours funding. Parents/carers must apply for this each term or funding will cease.

Further information is available for parents/carers at <https://www.stockport.gov.uk/funded-childcare-for-3and-4-year-olds>

Nursery fees information - where charges are made

- If you would like your child to attend Nursery full-time but are not eligible for 30 hours funding, fees are charged at £75 per week (£15 for a half-day session).
- All Fees are payable at the beginning of each half term in advance of attending via the Scopay app. Childcare vouchers are accepted. Information on Tax Credits can be found online at: - <https://www.stockport.gov.uk/tax-free-childcare>. Please contact the School Office for further information.
- Charges **will** apply if a child does not attend booked sessions.
- We offer term time provision only. (Excluding bank holidays and 5 school inset days).
- Due to staff ratios and numbers of children attending we do not provide flexible Nursery provision to meet needs of families with shift rota of working, although we will endeavour to be as flexible as possible.

Procedures for the Non-Payment of Nursery fees

- Fees are payable at the beginning of each half-term month in advance via the Scopay app.
- Fees not paid by the last week of each half term will result in Nursery sessions being stopped until payment is recovered.

- In extenuating circumstances, a payment plan can be established with Banks Lane Infant School to ensure fees are paid as quickly as possible. Failure to abide by this payment plan will result in sessions being terminated with immediate effect.
- For fee paying families any continued non-payment of fees will result in the child's (Full-time) nursery

place being withdrawn. **Where charges cannot be made**

We will not charge fees on days for which we cannot deliver our service of Nursery education and care, this includes 5 school training days (INSET days). We will not charge if there is a barrier to accessing childcare based on Government guidance or the law for example if by law people in England are required to self-isolate or if a child has been contacted by NHS Test and Trace for the period required.

Voluntary contributions

As an exception to the requirements set out in 'Nursery fees information - where charges are made' section of this policy, the Nursery is able to ask for voluntary contributions from parents to fund activities during Nursery hours which would not otherwise be possible. Some activities for which the Nursery may ask parents for voluntary contributions include: e.g. nursery trips, sports activities, parties. There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the Nursery is unable to raise enough funds for an activity or visit then it will be cancelled.

Additional circumstances we charge for The nursery will charge for the following:

- Non-attendance at nursery for sessions booked for illness or any absence as staff costs will be the same.
- If notice of 4 weeks is given for holidays a retainer of £20 will be payable. We cannot offer a retainer of £20 unless you have given 4 weeks' notice.
- If we do not receive 4 weeks' notice for a holiday period you will be required to pay full fees whilst your child is absent on holiday.
- On days where due to unforeseen circumstances that we cannot deliver our service of Nursery education and care, we will refund monies paid for fees.

Monitoring arrangements

Together with the School Business Manager the Nursery Teacher monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed every year by the Nursery Teacher and at every review, the policy will be approved by the Headteacher and governing body.

Damages and Losses.

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

Remissions.

The discretion to remit in whole or in part any charge, which may be made by the school, has been vested in the Headteacher.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the school needs.

Under the Act no charges may be made for activities which form part of the syllabus for a prescribed public examination or the National Curriculum.

Remission may be made on the grounds of financial considerations with regard to both the pupil and the school needs.

Remissions may be made on a group or an individual pupil basis.

Signed: -

Seen & Agreed by the Date: - Finance
Committee & Chair of Governors

To be reviewed annually by Finance Committee
Previously Reviewed and agreed February 2021