



Rachel McMillan Nursery School and Children's Centre

CHARGING AND REMISSIONS POLICY

Introduction

The purpose of this policy is to ensure that there is clarity over those items which the Nursery School will provide free of charge, and those items for which there may be charge.

The Governors are committed to a free and comprehensive education, which ensures equality of access and opportunity to all pupils.

The 1996 Education Act requires schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

Rachel McMillan Nursery School believes that all our children should have an equal opportunity to benefit from school activities and visits, independent of their family's 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.

General

During the school day all activities that are a necessary part of the EYFS will be provided free of charge.

- No charge will be made in respect of admission to the Nursery School for the government funded hours
- No charge will be made for activities, which take place wholly, or mainly, during school hours.

Voluntary Contributions

Separately from the matter of charging, schools may always seek voluntary contributions, in order to offer a wide variety of experiences to children. All requests for voluntary contributions will emphasise their voluntary nature and the fact that children of families who do not make such contributions will be treated no differently from those who have.

THE LAW SAYS

- If the activity cannot be funded without voluntary contributions the families will be notified of this from the outset.
- No child will be excluded from an activity because families are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a family is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

Charging

The Governing Body recognises that extra curricular activities, such as educational visits and visitors to school can enhance the curriculum and be of value to every child's education. The Governing Body aims to promote and provide such activities as part of a broad, balanced and relevant curriculum, and therefore the voluntary school fund is used in order to offset some of the costs.

Any charge made in respect of individual children will not exceed the actual cost of providing the optional extra activity, divided by the number of children willing to participate. The charge will not take into account the cost of staff already employed by the school.

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

Additional Hours/School Meals

The school offers additional hours within the school day (9.15 a.m. - 3.15 p.m.). Attendance beyond the family's funded entitlement is charged at £6.50 per hour for 2, 3 and 4 year olds.

School meals are charged at £3.10 daily.

There is a charge of £20 per week for food, including school meals, for children eligible for the funded 30 hours.

Breakage, Loss or Damage to School Premises/Equipment

The Governors reserve the right to charge for any wilful destruction of school property.

Remissions

In case of family hardship, which makes it difficult for children to take part in particular activities, for which a charge is made, the Governing Body invites families to apply in confidence to the Headteacher for the remission. The Headteacher will make authorisation of remission.

Procedure for non-payment of fees and dinner money.

Families are urged to pay their fees on time. Paying by standing order helps this to happen.

The following process will be applied if families fall behind with their payments:

- We ask families to contact us promptly to discuss the matter if they cannot settle the debt.
- After one week we will write to the family to ask that the debt is cleared within 7 days.
- After 7 days, if there has been no response from the family and the debt remains unpaid, they will receive a further letter informing them that they will not be able to continue to have a place at the nursery if the debt is not repaid or a repayment plan agreed. The council may take further action to recover the debt.
- If there is still no settlement after a further week, and there has been no arrangement to pay by installments, we will write again to the family to withdraw the service and we will ask the Council to begin formal procedures to recover the debt.

Notice of withdrawal

A notice period of not less than 4 calendar weeks is required for termination of a nursery place. Charges, if applicable, will be payable for this period, whether or not the child attends, and will be imposed if insufficient notice is given. Notice must be in writing.

Responsibilities

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

Reviewed: June 2017

June 2017