Growing Together Federation

Bowerdean and Mapledean Nursery School

CHARGING AND REMISSIONS POLICY

Sept 25

Charging and Remissions Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charging

1. **Additional Non-Funded Session Charging Procedure**
   All additional non-government funded sessions, including Breakfast, Lunch and After School Club, must be booked half a term in advance. Invoices will be issued every half term, with payment due within 7 days. Failure to pay within 7 days of invoice date will result in the addition of a £20 administration fee to your account.

2. **Charges for additional sessions over and above the free 15 hours or non-funded sessions**
   The cost of a three-hour session will be £24.There are no part charges. This applies to all children in the main nursery. **Pre-booking is essential**. Invoices are sent out to parents every half-term.

3. **Lunch Club**
   Charges for all children attending Lunch Club (BDN- 1145-1215 / MDN – 1200-1230) will be £4.00 per day. Invoices are sent out to parents every half-term.

4. **Breakfast Club**
   Charges for Breakfast Club (BDN - 0800-0845 / MDN 0800-0900) are dependent on the child's start time, with charges incurred at £2 per 15 minute block. **Pre-booking is essential**. Invoices are sent out to parents every half-term.

5. **After School Club**
   Charges for After School Club (BDN - 1515-1615 / MDN 1500-1600) are dependent on the child's pick-up time, with charges incurred at £2 per 15 minute block. **Pre-booking is essential**. Invoices are sent out to parents every half-term.

6. **Ad-hoc or Last-Minute Extra Hours Sessions**
   On the day charges rise to £2.50 per 15 minutes or £10 per hour (£30 per extra 3 hour session – no part charges).

7. **Voluntary Contributions**
   Although schools cannot charge for school time activities, the school may invite parents and others to make voluntary contributions. All requests to parents for such contributions must make it clear that contributions are voluntary and that children of parents that do not contribute will not be treated differently. The suggested voluntary contribution is £15 per term or a contribution of consumables, such as tissues, nappies, wipes or flour.

8. **School Trips**
   The school takes groups of children to various venues, such as the Lido, Peterley Manor Farm, strawberry picking, Bekonscot Model Village or Odds Farm Park. Transport and any entrance fees are generally subsidised out of School Funds. However, a contribution towards these costs may be requested from parents. Parents who are unable to pay are given the option to speak to the School Office staff, in confidence, and no charge will be made for their child to attend.

9. **Extra Curricula Activities**
   Children at our Nursery School benefit from services provided by organisations and individuals, which enhance their learning experiences. For example, visits from Zoolab and Basil's Farm. Parents may be asked to make a donation towards the cost. If a donation is not made, children are not excluded from attending these activities.

10. **Lettings**
    The school does not currently let out the buildings or garden, but requests from interested parties will be considered by the Headteacher and Governing Body and a fee set.

11. **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Remissions

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances, i.e. Pupil Premium children.

If parents have difficulty in paying, they should not hesitate to discuss their circumstances in confidence with someone in the school and they will advise as to what help might be available. All remissions will be authorised by the Headteacher.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of particular activities, if it feels it is reasonable in the circumstances.

There are remissions for absence due to illness, unless in exceptional circumstances.