

CHARGING & REMISSIONS POLICY

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1. Aims:

The aim of this policy is to set out what charges may be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. This policy applies to parents of children in the mainstream school and the nursery. Where separate legislation guides the requests we make, these will be detailed in a separate section.

2. Legislation and Guidance:

- Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities. [Charging for School Activities](#) (2018), details how governing bodies and schools can request payments from parents.
- Charges relating to early years provision are detailed in sections 7 and 7A [Childcare Act 2006](#) and in section 2 [Childcare Act 2016](#). Charges made by providers for EYFS / Nursery providers are detailed in the statutory guidance for [Early Education and Childcare \(2025\)](#).

3. Residential School Visits:

Schools cannot charge for the cost of residential visits but will ask for voluntary contributions to cover these costs.

Parents who are in receipt of certain benefits will not be required to pay but will be asked to contribute towards the costs of board and lodging. This charge will not exceed the actual cost relating to this provision.

We will always endeavour to give parents as much notice as possible with respect to a residential visit. We will do all that we can to spread the costs of such visits.

As part of this process, we will establish deadlines for contributions to secure bookings and to make any cancellations.

In line with Section 8, we may cancel a residential if we fail to cover our costs. Parents should contact the school if they would like to discuss difficulties in making payments.

4. Music Tuition:

Charges may be made when tuition is not an essential part of:

- The National Curriculum
- A public examination syllabus

- First access to the Key Stage 2 instrumental and vocal tuition,

5. Wider Opportunities programme Examinations:

No charge will be made for entering pupils for public examinations that are on the National Curriculum. However, an examination entry fee may be charged to parents if:

- The pupil wasn't prepared for the examination at the school.
- The examination isn't on the National Curriculum, but the school arranges for the pupil to take it.
- A pupil fails without good reason to complete the requirements of any public examination where the Local Governing Committee originally paid or agreed to pay the entry fee.

We may charge for:

- Re-sits for public examinations where no further preparation has been provided by the school.
- Costs of non-prescribed examinations where no further preparation has been provided by the school.

6. Breakages and Replacements:

We may charge for breakages and replacements when damage is caused wilfully or negligently by pupils. Charges will always be proportionate and will only cover the actual cost of replacement, including any administrative charges associated with the replacement or repair.

7. Extra-Curricular Activities and School Clubs:

We may charge for extra-curricular activities and school clubs. Charges will be detailed on the school website and on any booking forms associated with an activity.

Please see school website or contact the school office for details of after school clubs and activities

8. Enrichment Activities - Voluntary Contributions:

We believe that additional activities such as trips, visits and visitors can enrich what we provide as school. These enrichment activities often incur additional costs that can't be covered within the school budget.

Where this occurs, we ask parents and carers for a voluntary contribution towards costs associated with:

- The enrichment activity (e.g., admission fees, specialist tuition or input, workshops).
- Specialist or essential equipment to enable participation (e.g., materials purchase, hire of equipment or resources).
- Transport to and from a location.

Note: Where children use additional or specialist equipment to make a product and the child does not wish for the product to be recycled and equipment retained by the school for future use, the child may be offered the opportunity to purchase their product. This would not be a voluntary contribution as this would become the child's property.

These contributions will always be voluntary and pupils of parents who can't, or don't want to, contribute will not be excluded from the activity.

These contributions are calculated based on an equal sharing and breakdown of the actual cost. These requests are not calculated or requested on the basis that we build a contingency to cover shortfalls in contributions.

This means that where there are not enough voluntary contributions to make the activity viable, and there are no other ways to cover costs, we will cancel the enrichment opportunity.

9. Transport charges:

Schools cannot charge for:

- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

For educational visits, transport costs will be an integral part of a voluntary contribution.

Where the school fails to cover the costs of transport the trip or visit may / will be cancelled.

10. Charges specific to St Joseph's Nursery:

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services.

St Joseph's Nursery will charge parents for the following extras in connection with the free hours.

Note: These charges are however voluntary for the parent.

- consumables to be used by the child, such as nappies or sun cream.
- meals and snacks consumed by the child.
- extra optional activities such as events, celebrations, specialist tuition (for example music classes or foreign languages) or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework.

In line with statutory guidance, we do however levy charges for additional, private paid hours, services and consumables for parents taking up "Top Up" hours. "Top Up" hours will never be a condition of accessing a free place.

All charges for free and top up hours are published on our website and within joining documentation.

Parents in receipt of certain benefits should contact the school office to discuss any additional payments and ways they can access additional support. As detailed in statutory guidance, the Early Years Pupil Premium (EYPP) provides additional funding to providers to support the quality of early education for eligible children taking up early education and childcare entitlements. The Disability Access Fund (DAF) supports eligible, disabled children's access to the entitlements.

11. Nursery Charging Structure:

Morning, afternoon and lunch session payments:

Morning and afternoon session are organised as single three-hour units that run as follows:

□ Morning Session: 09:00 – 12:00. □

Afternoon Session: 12:00 – 15:00.

Costs for each session are calculated at an hourly rate.

All parents have the option of extending the morning session to include lunch time provision. This is charged as an additional hour or can be included as part of a child's allocation of free hours.

Note: Late pick up charges are applied after the first 5 minutes of the morning or afternoon session and for complete 30-minute units after this. These charges apply to those accessing free and Top Up provision and cover the additional staffing costs that are incurred, especially where the nursery may go out of a staffing ratio

Meals and Snacks:

It is not St Joseph's Nursery policy that a cooked lunch is part of our lunch provision. It is our expectation that parents will provide an appropriate health lunch each day. Where parents elect not to do this, children in the nursery can access a hot school meal. We request that parents book these through the school's parent pay and meal ordering App. Accessing bookings through our App ensures that your child has a meal of their choice. Late and ad-hoc bookings mean that your child may not have a choice in what is made available.

Personal and Intimate Care Consumables:

It is the St Joseph's Nursery policy that parents provide a grab bag with spare clothes and appropriate intimate care toiletries (nappies and wipes). Where these are not available or where supplies have run down, we will provide appropriate consumables as part of our duty of care.

We will make requests for a voluntary (free hours) or invoiced payment (Top Up Hours) to cover the costs of any products we use.

Enrichment Contributions:

In line with the school's policy on voluntary contributions for trips, visits and visitors we will request in advance voluntary contributions to cover the cost associated with this provision. Where we are not able to cover these costs through contributions, we will may need to cancel these events or enrichment providers.

Childcare Vouchers - Tax Credit Scheme:

We are able to accept payment by childcare vouchers. Please contact the school office, who will confirm agreement for voucher provider and terms of use.

The following table details the charges we levy for voluntary contributions and those associated with access to Top Up provision.

The following table details a summary of Nursery charges

Description:	Unit	Unit price	Session total
Free entitlement hours (15 or 30 hours per week).	Weekly	Free	Free
Top Up hours:			
<u>Morning and afternoon</u> (Per 3 hour session).	<u>Daily</u> Morning session (09:00 – 12:00) Afternoon session (12:00 – 15:00)	£7.50	£ 22.50
<u>Lunch session</u> (Per 3 hour session).	<u>Daily</u> Lunch time session (12:00 – 13:00)	£7.50	£7.50
<u>Late pick up</u> (Charges are applied after the first 5 minutes of the morning or afternoon session and for complete 30-minute units after this). Charges apply to those accessing free and Top Up provision.	Ad Hoc / 30 mins	£4.00	£4.00
Meals/snacks:			
Morning and afternoon snack.	Daily / Per meal	£1.00	£1.00
Cooked lunch.	Daily / Per meal	£2.00	£2.00
Consumables:			
Intimate care products (nappies, wipes, cream)	Nappy, wipes and cream	£0.45	£0.45
Enrichment Contributions: (Requested as voluntary contributions are made for free entitlement hours and as an additional cost for Top Up hours).			
Trips, visits and visitors.	Ad Hoc	Calculated at time of organisation	£ Ad Hoc
Specialist Forest School.	Seasonally / week	£4.00 / 2 hours	£4.00
Specialist Music Tuition (group).	Seasonally / week	£4.00 / hour	£4.00
Super Movers (whole body sports and physical activity).	Seasonally / week	£2.00 / hour	£4.00

Invoicing:

Invoices and receipts for any payments will be itemised so that it is clear to parents the following charges:

- Free entitlement hours.
- Additional private paid “Top Up” hours.
- Food charges.
- Non-food consumables charges.
- Activities charges.