



Charging and Remissions Policy

Tracked Changes:

Date	Details of Change
16.4.24	Added link to DFE advice on charging. Added: approach to the costs of consumables and regular voluntary contributions., including break down of what is included in costings. Structure of policy changed
1.5.25	No change
28.4.26	Added Appendix: contract for Day care Day care charges added to contract

This Policy acknowledges that the funding it receives for each child's educational place is only intended to cover the delivery of the Early Years Foundation Stage Curriculum. This funding does not cover the cost of consumables used to support children's daily care needs or the enrichment of the curriculum. To be able to provide this, the school will request voluntary donations from parents on a regular basis, as well as one off contributions for possible enrichment activities.

This policy is based on the advice from the Department of Education (DFE) on "Charging for School Activities" and the "Education Act 1996", sections 449-462 which sets out the law on charging for school activities in England.

Our school aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

Roles and responsibilities

The Governing Board

The governing board has overall responsibility for approving the Charging and Remissions policy but has delegated this to the finance committee. The Headteacher has overall responsibility for monitoring the implementation of this policy.

Headteacher

The headteacher is responsible for ensuring staff are familiar with the Charging and Remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the Charging and Remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Parents/Carers

Parents/Carers are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions policy.

Where charges cannot be made

Below we set out what we **cannot** charge for:

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment), except where “day care” hours are being bought.

Where charges can be made

Below we set out what we **can** charge for:

Day Care Hours:

- See Appendix 1 (below) for details of Day care **Charging and Remissions**.

Education

Any resources that go “over and above” the everyday resources that are needed to deliver our Curriculum. This means resources that provide enrichment to the curriculum. Included in this would be:

- Resources to support woodwork.
- Resources to support cooking experiences.
- Resources to support children to have individual experiences e.g. everyone making something to bring home e.g. making a healthy snack.

Consumables

This includes items that support the care needs of our children. This will include:

- All snacks
- Some hygiene items: emergency nappies, wet wipes, nappy sacks.
- Sun safety resources: sun cream, emergency spare hats.
- Use of wet weather clothes.
- Resources to support seasonal events.

To cover the costs of the Consumables and the “over and above” Educational experiences, all Parents/Carers will be asked for a voluntary contribution of £3 a term if their child attends for 15 hours a week and £6 a term if their child attends for 30 hours a week. This could be contributed termly or annually (£18 a year for 15 hours and £36 a year for 30 hours).

Extra-Curricular Events

This may include events such as inviting in a drama or music group or going on a school trip.

When calculating the cost of Extra Curricular events, an amount may be included in relation to:

- Any materials, or equipment provided in connection with the optional extra.
- The cost of bringing the extra-curricular activity into school or the cost of entry to a place on a trip.
- The cost of transport to get to the destination of a possible trip.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the Enrichment activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provisions for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

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 school is unable to raise enough funds for an activity or visit then it will be cancelled.

Remissions

In some circumstances, the school may not charge for items or activities set out in this policy. This will be at the discretion of the Governing Board and will depend on the activity in question.

Monitoring arrangements

The Headteacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the Finance committee.

Next review date: April/May 2026



Appendix 1

Ilminster Avenue Nursery School

Day Care Contract

Please be aware of all the terms and conditions of the Day Care Contract and ask a member of staff if you have any concerns

Your child's place will be at risk if you fail to comply with the Day Care Contract.

Payment Procedure.

By signing the Day Care Contract, you are agreeing to pay the fees that will be charged for your child's sessions.

Day care fees: £8.50 per day care hours agreed

Minimum agreed hours: 3 hours (or half a day)

You will receive an invoice for 1 week's deposit. This will be in line with your contracted hours. Your child can start their agreed hours as soon as we have received your deposit.

Invoices will be sent to you in advance on a monthly basis and you will be expected to pay within 7 days.

Payments can be made directly to the Nursery in cash or payable to Bristol City Council.

Please advise us as quickly as possible if you are having difficulty making payments.

Any failure to pay fees will result in the loss of the child care place and the debt will be passed onto a debt recovery agency.

Alterations to the Day Care Contract,

Any alterations to the booked session need to be discussed with staff and are subject to availability and the agreement of the Extended Leadership Team.

You will not be charged for sessions where the school has closed due to unforeseen circumstances or planned days such as INSET days.

Any child that turns 3 years old and has their Nursery Education Grant (NED) will have their contract adjusted accordingly.

Four weeks' notice must be given if you wish to reduce sessions.

Extra/extended sessions are subject to availability, we will always do our best to try and accommodate your needs. This can be added to your next monthly invoice.

The Nursery is open term times only, you will not be charged for school holidays.

Child Illness/holidays

If your child is ill they must stay home from Nursery until they are well enough to return. In cases of sickness and diarrhoea the child must stay off for 48 hours after the last episode.

Please telephone us if your child will not be attending Nursery on 0117 030255. Please note that fees are still payable if your child does not attend the Nursery through illness or family holidays.

Attendance and Punctuality.

It is important for your child's learning and development that they arrive on time for their sessions at Nursery. It enables the child to feel part of the group and allows staff to plan for the child's day. Please inform us if you will be arriving late as soon as possible. If your child does not attend for any reason, you will still be charged for any booked sessions.

Safeguarding Children

Local Authority Maintained Nursery Schools must conform to the Child Protection Procedures and any concerns about the safety or well-being of a child in our care will be discussed with the parent/carers, unless it is felt that this will place the child at more risk. All information is shared on a system called CPOMS.

Yours Child Nursery Place

Your Child needs to attend Nursery regularly to keep their place, Constant lateness or non-attendance will result in the place being reviewed and possibly cancelled.

Signatures

I have received, read and understood the terms set out in the Day Care Contract and agree to the Terms of this Contract.

Childs Name

Parent/Carer Name

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Parent/carer Signature

Date

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Head Teacher

Date

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