

Growing Together Federation

Mapledean Nursery School

~~Mapledean Nursery School~~

~~_____ Name of Policy:-~~
POLICY

CHARGING AND REMISSIONS

~~Signed~~

~~Chair of Governors~~

~~Date 5.10.21~~

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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 Session Charging Procedure

All additional sessions, including Breakfast, Lunch and After School Club, should be booked half a term in advance. Invoices will be issued every month, 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

The cost of a three-hour session will be £24. This applies ~~to 2-year-olds, in The Warren, and 3-4 year-olds~~ to all children in the main nursery. **Pre-booking is essential.** On the day charges rise to £10 per hour. Invoices are sent out to parents every month.

3. Lunch Club

Charges for all children attending Lunch Club, between 12pm and ~~13-00~~ 12:30 will be ~~£4.50~~ £4.00 per day. Invoices are sent out to parent's month.

4. Breakfast Club ~~— (if there is demand)~~

Charges for Breakfast Club (0800-0900) are dependent on the child's start time, with charges incurred at £2 per 15-minute block. **Pre-booking is essential.** On the day charges rise to £2.50 per 15 minutes. ~~— Invoices are sent out to parent's every month.~~ to parents on a termly basis.

5. After School Club ~~(if there is demand)~~

Charges for After School Club (1500-1600) are dependent on the child's pick-up time, with charges incurred at £2 per 15 minute block. **Pre-booking is essential.** On the day charges rise to £2.50 per 15 minutes. ~~— Invoices are sent out to parent's every month.~~ to parents on a termly basis.

6. Voluntary Contributions

~~Although~~ 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 voluntary 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.

7. School Trips

Where the school organises an educational outing or trip, costs such as transport and any entrance fees are generally subsidised ~~by the Parent Teacher Association and~~ out of School Funds. A contribution towards these costs however may be requested from parents on the understanding that parents who are unable to pay will be given the option to discuss any difficulty confidentially with member of the School Office staff. In such cases no charge will be made these children to attend.

8. Extra Curricula Activities

Children at Henry Allen Nursery School benefit from ~~appointing the~~ services provided by ~~of~~ organisations and individuals, which ~~to~~ enhance their learning experiences. For example, visits from Zoolab and Basil's Farm. The school currently runs classes from: Playball and Amersham Forest School. ~~The Parent Teacher Association subsidises these activities and~~ Parents may be asked to

make a donation towards the cost. Where a donation is not made, ~~Again, no child~~ren will not be excluded from the learning benefits of these activities. ~~does not pay.~~

9. 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.

10. 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, ie 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 ~~a~~ particular activities, if it feels it is reasonable in the circumstances.