



IGHTENHILL NURSERY SCHOOL CHARGING AND REMISSIONS POLICY

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Introduction

This charging and remissions policy complies with statutory requirements and is reviewed on an annual basis.

Charging Policy

Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition for pupils learning individually or in groups , unless the tuition is provided at the request of the pupil's parent / carer.
- entry for a prescribed public examination including re-sits if the pupil has been prepared for it at the school
- examination re-sit(s) if the pupil is being prepared for the re-sit at the school

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable, or the school cannot fund it from some other source, then the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to make any contribution.

Ightenhill Nursery School will ask for a voluntary contribution of £1.50 per week towards the cost of providing

- *a daily snack for the children*
- *Christmas and Easter gifts for the children*
- *Baking activities*
- *Parties*
- *Any other items for the benefit of the children which cannot be met out of School's Official Budget Share.*

The amount charged will be reviewed from time to time to ensure that it continues to meet the cost of providing said items.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see Appendix B);
- certain early years provision (see the Education (Charges for Early Years Provision) Regulations 2012);
- community facilities. (see S27 Education Act 2002)

Paid Places

The school are offering a limited number of paid places to children aged 2 – 3 years. The funded eligible 2 year olds will have priority and paid places will only be offered pending the school's current admissions (see Appendix A for charges).

Optional Extras

Charges may be made for some activities which are detailed below:

- education provided outside of school time that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;

- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit (subject to remission arrangements)
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body).

A schedule of current charges – see Appendix A

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Remissions Policy

There will be no charge for board and lodgings for pupils whose parents are receiving specified benefits. This is subject to change but usually equates to pupils being eligible for free school meals (due to the receipt of specified benefits and not through the introduction of universal infant FSM). Current eligible benefits can be found on the DfE website.

Charges for other 'chargeable activities' may also be fully or partly remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Appendix A

Chargeable Extended Services

- Ightenhill Nursery school extended services, operates in term time only (38 weeks a year) between 8.00 AM and 4.15PM.
- Places are allocated according to our Admissions Policy, a copy of which is on the Nursery website at www.ightenhill-nur.lancs.sch.uk or available on request.
- Weekly fees are payable in advance on the Friday before the week in which sessions are taken. If fees are not paid on the Monday of the week when the sessions are being taken, then we reserve the right not to accept your child in the extended services sessions until your account is brought up to date.
- Payment can be made by cash, cheque, bank transfer or by certain childcare vouchers. Please check with Mrs Fletcher which childcare vouchers we accept. If you pay by cheque and your cheque is not honoured and Ightenhill Nursery incurs bank charges, we reserve the right to add those bank charges to your account in order to reclaim them from you.
- Full fees are payable for every session you have booked, unless you complete a holiday form in advance, in which case only 50% of the fees will be due. The 50% charge is to retain your place in the extended services sessions and to contribute to the staffing costs incurred while your child is absent.
- No reduction in fees will be made if your child is ill or absent for any other reason than pre-booked holiday. By booking a place in Ightenhill Nursery School's Extended Services, you are reserving it for your child's use. It is therefore not available for use by another child and we must charge you to retain your place.
- A week's written notice of any changes to the sessions that your child will attend is required. Fees will be due on the basis of sessions that you have booked until the end of the notice period.
- If outstanding amounts are not paid after 4 weeks and if no explanation is given, you will receive a formal letter stating that your child's place in the Extended Services has been withdrawn.
- Please note that it is the policy of Ightenhill Nursery School to pursue any bad debts via contact, letter or through the Courts if necessary.

SESSION TIMES & PRICES

BREAKFAST CLUB - 8.00AM- 8.45AM
£3 per session

MORNING SESSION & LUNCH CLUB
(PROVIDE OWN LUNCH)
8.45AM - 12.30PM
£15/session

LUNCH CLUB (PROVIDE OWN LUNCH) - FOR CHILDREN ON FLEXIBLE PLACE ONLY - £3 PER
SESSION

LUNCH CLUB & AFTERNOON SESSION
(PROVIDE OWN LUNCH)
11.45AM - 3.30PM
£15 per session

AFTER SCHOOL CLUB (£3 per session)
3.30PM - 4.15PM