



Batford Nursery School & Day Care

BATFORD NURSERY SCHOOL POLICY ON CHARGING, REFUNDS AND REMISSIONS

Version	1.0
Based on Model Policy	Not applicable
Review body:	Resources Committee
Date issued:	May 2019
Review frequency:	Annual
Target audience:	All stakeholders

Version	Date	Notes
V1.0	May 2018	New policy
	May 2019	Reviewed, no amendments

Batford Nursery School and Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

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Policy on Charging, Refunds and Remissions

This policy is based on the DfE guidance, *Charging for School Activities*, issued October 2014.

The School is not permitted to make any charge for:

- an admission application to the school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment); or
- education provided outside school hours where this is part of the curriculum, or part of religious education

Charging

A charge may be made for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- activities organised outside the school day (3 hrs session for 15 hour children and 6 hrs for 30 hours children)

Charges may be made for some activities that are known as 'optional extras' but this does not generally apply to Batford Nursery School. Chargeable extended day services are provided by Skylarks Day Care Ltd and subject to its charging policy.

Late collection of children

Any child who is not collected from nursery within a reasonable time at the end of a session, where there has been no notification of exceptional and good reason why the child is being collected late, will then be considered as requiring provision of care outside of funded hours. The child will be transferred into the care of Skylarks Day Care Ltd, which will apply the full sessional charge.

Damage to property/equipment

The School reserves the right to ask for payment/contribution in the event of any breakage or damage to school property/equipment.

Voluntary Contributions

The governors strongly believes that visits and trips enhance and enrich pupils' learning and enjoyment of learning and it therefore supports the school's desire to offer a range of experiences beyond the classroom, as part of a broad and balanced curriculum.

As the school's delegated funds will not cover the cost of all such activities, the Headteacher is permitted to ask parents for a voluntary contribution towards the cost of activities which take place during the school day and which incur additional costs, for example day trips or visits from external providers.

The School acknowledges that offering opportunities on a "first come, first served" basis is likely to discriminate against pupils from families on lower incomes and will avoid that method of selection. The usual expectation will be that trips and activities will be for all pupils in a particular group.

Best value must be sought when planning activities that incur costs for which a voluntary contribution will be sought from parents.

The contribution must be genuinely voluntary. Letters requesting a voluntary contribution for an

activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request: no pupil will be prevented from participating because his/her parents cannot or will not make a contribution

Where the shortfall from contributions towards the cost of day activities or visits is 5% or more, then the activity may be cancelled.

Calculation of voluntary contributions

The requested contribution in respect of individual pupils will not exceed the actual cost of the activity, divided equally by the number of pupils participating. Although the calculation of costs may include a 5% contingency allowance it will not include any element of subsidy for other pupils participating in the activity whose parents are unable or choose not to make a contribution. The charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a school trip. However, the cost of any additional hours worked by Education Support Staff who accompany the visit will be taken into account.

Remission of charges

Voluntary contributions in respect of visits and activities will not be requested from the parents of children eligible for Early Years Pupil Premium.

Materials

The cost of materials for items that a child wishes to take home will be remitted for children who are eligible for the Early Years Pupil Premium. In addition, the Headteacher may use discretion to remit or subsidise charges for children of other parents who have explained genuine financial difficulties.

Books or equipment

Remission of costs relating to books or equipment will be considered on a case-by-case basis.

Refunds

Illness

Where a pupil is unable to participate in an activity due to illness, the school will refund any marginal cost of the activity and, taking into consideration the overall cost of the trip, will consider making a full refund to the parents. Where a pupil drops out from an activity for any reason other than illness, it is at the discretion of the Headteacher whether a refund will be made.

Cancellation

In the event of the cancellation of an activity, visit or trip, the school will provide a full refund to parents.

Surplus

Where an activity makes an unexpected surplus the school will consider making a refund. In accordance with the guidance set out within the HCC Financial Handbook for Schools, Batford Nursery School will make a refund where the surplus is either:

- 5% or more of the total cost per person, or
- £5 or more per person

Surpluses will be reimbursed in 'round amounts' only, e.g. £3 not £3.29.

Any refunds should be made to parents made as soon as possible after the visit.

Where a refund is offered, the accompanying letter will indicate that 'a surplus of £x has been made and that if the parent / carer would like to claim their refund, they should contact the School Office by a fixed date. If no claim is made by that date it will be assumed that the refund is to be donated to school funds.

All refunds will be made in cheque format in order to maintain a clear audit trail.

Refunds donated to the school will be transferred to an appropriate budget heading, following approval from the Headteacher.

Where an activity results in a deficit, this will be made up from the school's private fund account.

Monitoring and Review

The Resources Committee will undertake an annual review of the charges made and contributions sought under the terms of this policy. This policy will be reviewed at least once every three years, in accordance with the governing body year planner.

Appendix 1: Examples of charging

Chargeable activity or item	Notes
Materials, books, , or equipment, <i>where a parent wishes their child to own them</i>	<p><i>For example:</i></p> <ul style="list-style-type: none"> • A clay model – a charge may be made to cover the cost of the clay. • Cookery items – a charge will be made to cover the cost of ingredients.
Extended care	Charged by Skylarks Day Care Ltd, in accordance with the schedule of charges currently in force.
Damage and Breakages	<p><i>For example:</i></p> <ul style="list-style-type: none"> • Lost library books will be charged at replacement cost. • In the case of wilful damage to school property or equipment by pupils, parents or third parties, at the Headteacher’s discretion, a charge may be made to the parents (or third party) or a contribution requested towards replacement/repair.

Activities for which a Voluntary Contribution will be sought	
School trips, visits and workshops	A voluntary contribution will be requested to cover the cost of an individual child’s share of the costs of the activity. The school will not seek to generate a surplus.