



Curzon & Fawood Nursery Schools
& Family Wellbeing Centre

Charging and Remissions Policy

Reviewed – Spring 2021

Next Review – Spring 2023

**Policy Lead – School Business
Manager**

Approving Committee - Resources

Document content:

Content	Page number
The governing body	3
Legal framework	3
Charging for education	3
Where charges can be made	3-4
Voluntary Contribution	4
Damaged or lost items	4
Remission	4-5
Monitoring arrangements	5

1. The Governing Body

1.1 The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. In our school, responsibility for approving the charging and remissions policy has been delegated to the Resource Committee.

2. Legal Framework

2.1 This policy will have considerations for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- DFE (2018) Charging for school activities
- DFE (2019) Governance handbook
- The charges for music tuition (England) regulations 2007

3. Charging for education

3.1 We will not charge parents for:

- Admission applications.
- Education provided during school hours
- Education provided outside school hours if it is part of the national curriculum.
- Transport provided for an educational visit.

4. Where charges can be made

4.1 Fees:

- Lunches - £2 per meal
- Additional hours parents wish to buy - £6 per hour

4.2 Education:

- Optional extras (see below)
- Use of community facilities

4.3 Optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum
- Extended day services offered to pupils
- School jumpers (Optional – no required as uniform)

When calculating the cost of optional extras, the school will only take into account the following:

- Materials books, instruments or equipment provided in relation to the optional extra
- The cost of building and accommodation
- The employment of non-teaching staff

- The cost of teaching staff (including teaching assistants) under contract for services purely to provide an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be based on parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

5. Voluntary contribution

- 5.1 We may, from time to time, ask for voluntary contributions towards the benefit of the school or school activities. If any activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- 5.2 No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 5.3 We will strive to ensure that parents do not feel pressurized into making voluntary contributions.

6. Damaged or lost items

- 6.1 The school may charge parents for the cost of replacing items broken, damaged or lost by the child or whilst the items are in the care of parents. The possibility of a charge for broken/damaged/lost items would be clearly shared with parents/carers prior to lending items.

7. Remission

- 7.1 In some circumstances, the school may not charge for items or activities set out in section 4 of this policy. This will be at the discretion of the headteacher or governing body and will depend on the activity in question.

7.2 Remissions for residential visits: where parents/carers can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income support
- Income-based jobseeker's allowance
- Income-related employment and support allowance
- The guaranteed element of state pension credit
- Child tax credit, provided that they are not also entitled to working tax credit and they have an annual gross income of no more than £16,190
- Working tax credit run on – paid for four weeks after they stop qualifying for working tax credit.
- Universal credit – If they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

8. Monitoring arrangements

10.1 The School Business Manager monitors charges and remissions, and ensures these comply with the policy. The School Business Manager will review this policy every two years or earlier if there is a change to any charging costs. At every review, the governing body will approve the policy.