



Chapel Street Infants and Nursery School

CHARGING AND REMISSIONS POLICY

STATUS

Statutory

PURPOSE

The purpose of this Policy is to ensure that, during the school day at Chapel Street Infants and Nursery School, all children have full and free access to a broad and balanced curriculum.

The school day is defined as:

In Nursery and Pre School 8:45am to 11:45am and 12:15pm to 3:15pm

In Main School 8.55am to 3.00pm

WHAT WAS CONSULTED

The policy has been informed by the Cumbria Children's Services Directorate advice issued in July 2007, A Guide to the Law for School Governors, Health and Safety of Pupils on Educational Visits (DfES 1998), Extended Schools – providing opportunities and services for all (DfES 2002).

RELATIONSHIP TO OTHER SCHOOL POLICIES

The policy complements the school's Single Equality policy, Teaching and Learning policy and Educational Visits policy.

ROLES AND RESPONSIBILITIES OF HEAD TEACHER, OTHER STAFF, GOVERNORS ETC

The Head teacher will ensure that the following applies:

During the school day

All activities that relate to the Early Years Foundation Stage Curriculum and Key Stage 1 will be provided free of charge. This includes any materials, equipment.

Voluntary contributions may be sought for activities during the school day which entail additional costs, (for example a visit to a museum, historical site, place of interest, swimming lessons etc). From time to time we may invite a non-school based organisation such as 'zoolab', 'group music sessions' to arrange an activity during the school day.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

There will be no charge for school milk for children under the age of 5 or for those children in receipt of means tested free school meals. Parents may choose to purchase milk for their child through Cool Milk.

In Pre-School and Nursery, parents/carers will be asked for a voluntary contribution towards the snack we provide. Fruit is provided for Reception, Year 1 and Year 2 under the free school fruit and vegetable scheme. Parents can order a school lunch at a cost of £2.50 per day.

We will charge for optional, extra activities provided outside of the school day, for example lunch club/ extended day care/ some after school clubs. Such activities are not part of the Early Years Foundation Stage or Key Stage 1 curriculums.

Charges for childcare

- In Pre-School charges will be made for any child who is not eligible for two year old funding, this is means tested. Charges will also be made for any child attending for more than 15 hours per week funded provision.
- In Nursery charges will be made for any child attending for more than 15 hours per week funded provision during term time where qualification for 30 hours provision does not apply.
- In Nursery and Pre-School the rate agreed by the governing body of **£15.00** for a 3 hour session plus **£2.50** for lunchtime supervision. Staff accessing childcare will do so at a 33% discounted rate.
- The charge for Breakfast Club is **£3** including breakfast.
- The charges for child care at After School Club is **£8** from 3pm to 5pm including a drink and snack.
- Childcare costs should be paid at the beginning of each week or at the beginning of each month by arrangement with the office.
- Failure to comply will result in loss of place.
- Childcare costs will be made for 38 weeks of the year whether the child attends for those weeks or not.
- 1 month notice of termination of place must be given.
- Late collection of children will result in proportionate charges.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Charges made per pupil will not exceed the actual cost. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

ARRANGEMENTS FOR MONITORING AND EVALUATION

The governing body will monitor the impact of this policy by receiving on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded and the source of those subsidies.

Implemented Sept 2017

Reviewed Sept 2018

Reviewed Sept 2019

Reviewed February 2021

Reviewed Nov 2021