



*Rebecca Cheetham Nursery
and Children's Centre*

Charging and Remissions Policy

Compiled by: RC SLT using LA guidance

Amended: RC Finance Team

Date: March 2019

Ratified by governors: Yes

Governor's signature: _____

1. PURPOSE

- The purpose of this policy is to be clear about the circumstances where additional charges may arise for children attending Rebecca Cheetham.
- Rebecca Cheetham Nursery fully supports the statutory entitlement to 15 and 30 hours free early years provision for 3 and 4 year olds and has set standardised prices for its 'wraparound' extended daycare charges above the 15 or 30 hours. These additional charges can be found in the 'Charging for Childcare Policy'
- This policy aims to set out the charges Rebecca Cheetham Nursery believes may come about when we aim to extend and enrich the range of educational, learning and play opportunities to support and enhance your child's growth and development.
- No charges at Rebecca Cheetham Nursery will ever exceed the total cost.

2. SCOPE

- The Governing Body recognises that there is no statutory requirement to charge for any form of education related activity and that charging is prohibited except in certain circumstances at the discretion of the Local Authority or Governing Body.
- The Governing Body also recognises that the curriculum, as it exists at present, cannot continue without asking for voluntary contributions from parents in certain circumstances.
- No charges will be made for any activity or materials, books, instruments or other equipment which are essential to fulfil the statutory curriculum.
- Voluntary contributions may be asked for to enable extra activities, which are deemed educationally desirable, to take place. It may also be stated that such an activity will not be able to take place unless enough contributions are received to finance that activity.
- The contributions requested will reflect the cost of that activity (including any consequential costs such as supply cover, transport, refreshments) less any subsidy from funds available to the school.

Circumstances where additional charges may come about have been broken down below. They *may* include;

- visits to museums²
- sporting activities including swimming
- outdoor adventure activities
- visits to or by a theatre company
- school trips
- musical events/tuition
- transport (that is outside of London and not covered by TfL's free transport for children scheme)

3. RESPONSIBILITIES

Role of Head Teacher and Governing Body

- To ensure that this policy does not give rise to inequality
- To ensure that this policy is communicated clearly to all staff
- To review the policy
- To ensure charging and voluntary contributions are not overwhelming upon parents/carers
- To ensure that charging and voluntary contributions give good value for money
- To set up procedures that enable parents/carers to pay in installments

All Staff

- Are clear about the language and meaning of a voluntary contribution
- Communicate to parents/carers respectfully and in line with the equalities policy around their position to contribute

4. PROCEDURES

- Voluntary Contributions;

Rebecca Cheetham Nursery will work hard to ensure there is minimal cost to parent/carers where additional activities are taking place. Where a voluntary contribution is requested this is in no way a charge. The voluntary contribution will be requested with notice to the parents/carers (where possible) and will (where possible) ensure payment in instalments is available.

Any such contributions must be genuinely voluntary and it will be made clear to parents if contributions are requested that;

- a) there is no obligation to contribute
- b) pupils will be treated the same whether or not their parents have contributed
- c) there is support for low income families

If an activity cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating;

- a) the nature of the proposed activity and its education value;
- b) the contribution per pupil which would be required if the activity were to take place;
- c) the activity would not take place if insufficient contribution were forthcoming.

Voluntary contributions can be made via our school money website with confidentiality. Should a parent/carer feel they do not wish to disclose the amount they are contributing they will not have to do so unless the trip cannot go ahead without full contributions for each child where office staff will need to know.

Voluntary contributions only go towards the cost of the child. Parents/carers accompanying children on educational visits where a contribution has been requested, will not be paid for

by the school and may incur their own charge for volunteering. Where possible through thorough planning and risk assessments for such visits we will aim to eliminate these. Where this is not possible parents/carers who wish to volunteer will be informed of this as soon as possible.

- Consumable Materials;

Materials required which would result in a finished product, may be charged for as long as parents/carers have been asked in advance if they wish to own that finished product. This will be communicated in writing to the parents/carers of the children involved before the activity.

Parents/carers may, at any time, donate consumable materials should they so wish. It is at the discretion of the Nursery should they choose to use these.

- Receipts;

Receipts can be given for charges paid or voluntary contributions donated.

5. RELATED DOCUMENTS

Education Act 1996
Equalities Policy
Cash Handling Policy
Charging for Childcare Policy
Educational Visits Policy

6. RELATED PROCEDURES

All communication with parents/carers in writing should be checked and proof read by a member of the Senior Leadership Team before it goes out to publication in the school community.

All educational visits should be planned in accordance with the Educational Visits Policy and should be authorised and risk assessments signed off before communicating with parents/carers.

7. GLOSSARY

LA – Local Authority
TfL – Transport for London

8. COPIES

A copy of this policy will be available to parents on request. A hard copy of this policy will be kept in the school policy folder available in the School Business Managers office. An electronic copy of this policy will be filed in the Policy section of the school's documentation.