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## Charging and Remissions Policy<sup>1</sup>

### 1. Admissions

There is no charge for admissions where children are eligible for the free entitlement. Early admissions and hours above the free entitlement are chargeable at a rate set by the Federation Governing Body.

Where children are not eligible for free entitlement, then admission fees will be charged. If the fees have been paid but due to exceptional circumstances the nursery is unable to open, we may ask parents to consider donating the fees paid. If parents do not wish to donate the fees, a refund for those sessions will be made in full.

### 2. Lunch Club

Children who are not entitled to free school meals will be charged a set amount per day decided by the Governing Body of the Federation.

### 3. Activities that Take Place during School Hours

There is no charge for activities during school hours with the exception of some enrichment activities.

The following are examples of such activities:

- workshops that take place in school;
- visits to Braywick Nature Reserve and similar outdoor venues;
- theatre visits.

The Co-Headteachers will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual children will not exceed the actual cost of providing the optional extra activity, divided equally by the number of children participating. In no circumstances will there be an element of subsidy required for any children wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

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#### <sup>1</sup> COVID-19

All policies need to be considered in accordance with the individual Nursery School's risk assessment "Planning and Risk Assessment for opening Nursery", the Covid-19 section in the Federation Safeguarding Policy, and recent Government Guidance relating to opening schools and Early Years settings:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>



Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges.

#### **4. Damage to Property and Breakages**

Where Federation property has been wilfully damaged by a child or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a child, and the Federation has been charged, the Federation may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Co-Headteacher and is dependent on the situation.

#### **5. Remissions and Concessions**

The Federation will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support;
- Income based Job-seekers Allowance;
- Child Tax Credit;
- Support under part VI of the Immigration and Asylum Act 1999;
- Guaranteed Element of State Pension Credit. An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008.

Children of families who receive these payments are also entitled to the Early Years Pupil Premium. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Co-Headteachers and Chair of Governors will authorise the remission of charges.

The Federation may choose to subsidise part or all of the payment of some charges for certain activities, and this will be determined by the Governing Body and Co-Headteacher.

#### **6. Voluntary Contributions**

The Federation or Federation Governing Body may ask for voluntary contributions to the individual school for general funds and/or to fund activities that will enrich the children's education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the relevant school. If the activity is cancelled all monies paid will be returned to parents.



Cookham, Maidenhead and The Lawns  
Nursery School Federation



There is no obligation for a parent or carer to make any contribution and the Federation will in no way pressure parents to make a contribution.

**7. Inability or Unwillingness to Pay for Activities**

The Federation is committed to ensuring fair access and treatment of all children, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

**Approved by:** Finance and Resources Committee

**Signed by Chair of Governors:** .....

**Date:** 7<sup>th</sup> July 2020

**Review Date:** June 2022