



Arlesdene

Nursery School and Pre-school

Charging & Remissions Policy

Version	1.1
Based on Model	DfE Guidance
Review body	Governing Body
Date issued	March 2025
Review frequency	Annual

Version	Date	Notes
1.1	March 2025	Previous policy reviewed and DfE Guidance adopted Policy separated from bad debt policy

Arlesdene Nursery School and Pre-school 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 formulation 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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1. Purpose of this document

The purpose of this document is to set out Arlesdene Nursery School and Pre-school's policy on charging and remission for school activities. It is based on the DfE guidance "Charging for School Activities", issued May 2018 and reflects the law as defined in Sections 449-462 of the Education Act 1996.

2. Permitted charges

We will only make charges where the law allows us to do so.

We are not permitted to charge for:

- admission applications - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)

We are permitted to charge for:

- any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them;
- optional extras, such as:
 - transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)
 - extra lunch sessions
- early years provision, other than that which is funded by the local authority
- community facilities

3. Voluntary contributions

3.1. School activities

At Arlesdene Nursery School and Pre-school, we recognise the valuable contribution that a wide range of additional activities can make towards the children's personal and social development. e.g. cooking, short walking trips to the park or shops and special visitors. We aim to promote and provide such activities as part of a broad and balanced curriculum for the children.

Where the school incurs expense to deliver enriched curriculum opportunities, a voluntary contribution may be requested from parents/carers.

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents at the outset. The Headteacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions

are raised to fund a visit or activity, or the school cannot fund it from some other source, then it will be cancelled.

If a parent is unwilling or unable to pay, their child must still be given an equal chance to participate in the visit/activity. When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

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 pupils whose parents do not make a contribution.

3.2. Snack donations

In addition to voluntary contributions for specific activities, the school also requests, on a termly basis, a donation towards the cost of the children's snacks. Any surplus is used towards curriculum expenses. Under no circumstances will a child be refused a snack due to non-payment.

4. Chargeable activities

4.1. Childcare sessions

Arlesdene Nursery School and Pre-school charges parents/carers for any childcare sessions which are not local authority funded. This includes 3-hour morning and afternoon sessions and add-on lunch sessions.

The hourly rate for such sessions reflects the cost required to provide high quality, safe and stimulating care for each child. Charges are reviewed annually by the Governing Body.

In extenuating circumstances, the Headteacher has discretion to implement individual, personalised rates for childcare.

Childcare fees are invoiced monthly in advance and are payable in full by the last day of the preceding month (so, for example, February fees are due by the end of January). If for any reason this causes an issue, parents/carers should speak to the School Administrator in the first instance.

Payments must be made directly into the School's NATWEST bank account:

Account: Arlesdene Nursery School Sort code: 60-10-39 Account number: 18404456.

Or through Tax-Free Childcare or its predecessor, the Childcare Voucher Scheme.

Payment is monitored carefully and, in the event of invoices remaining unpaid, reminders are sent out in accordance with our Debt Recovery Policy. Arlesdene Nursery School and Pre-school reserves the right to apply a late payment charge of £10 should we get to the stage of a 3rd and final reminder letter.

The Headteacher has the right to suspend the childcare place if payment is not made in a timely manner. Where fees are paid persistently late or not at all and no explanation is given, we will be forced to terminate the child's place with immediate effect. There may be rare exceptions at the discretion of the Headteacher.

If parents/carers wish to purchase additional childcare sessions, they must complete a booking form giving 24 hours' notice and include full payment. Payment for all sessions must be made in advance of the session.

Four week's written notice is required from parents/carers if a child is leaving the nursery or requires an alteration to existing requirements.

Payment of childcare fees will be for 38 weeks per year (term-time only). In the event of absence due to sickness or holidays, charges will still be made.

4.2. School lunches

Lunch Club is available between 11.45am-12.30pm, for children needing an extension to their session at a cost of £5.50. There is usually a waiting list for lunch club and full time children have priority.

Children who stay for lunch will need to bring a healthy packed lunch from home that is clearly named. Please do not send in nuts or products containing nuts due to allergies and please do not send in sweets. The children do not require excessive amounts of food; a sensible amount is all that is required.

School lunch fees are invoiced monthly in advance and are payable in full by the last day of the preceding month (so, for example, February fees are due by the end of January). If for any reason this causes an issue, parents/carers should speak to the School Administrator in the first instance.

Payment is monitored carefully and, in the event of invoices remaining unpaid, reminders are sent out in accordance with our Debt Recovery Policy. Arlesdene Nursery School & Pre-school reserves the right to apply a late payment charge of £10 should we get to the stage of a 3rd and final reminder letter.

4.3. Damage to property / equipment

In cases of loss, damage or breakages to school property / equipment, including school books or activity packs on loan to parents, the school may make a charge to cover the cost of replacement or repair.

4.4. Late collection of children

In the event of a child not being collected within a reasonable time at the end of their Nursery or Pre-school session, where there has been no notification of an exceptional and good reason for the late pick-up, the school reserves the right to apply a late charge to cover supervision costs. Late collection will be charged at £5.00 per child for every 15 minutes or part thereof.

5. Remission of charges

5.1. Childcare sessions

There is no remission of childcare fees, other than that the Headteacher has discretion to offer sessions free-of-charge for the most vulnerable children.

5.2. School lunches

There is no remission of school lunch supervision charges.

6. Refunds

6.1. Childcare fees

There will be no refunds for childcare fees other than if the school is closed for exceptional circumstances (e.g. snow, no heating, staff illness).

6.2. Voluntary contributions

In the event of cancellation of an activity for which a voluntary contribution has been made, the school will provide a full refund to parents/carers.

Where an activity makes an unexpected surplus, the school will make a refund if the surplus is more than £5 per person, unless parents indicate that they are willing to donate the refund. Refunds will be made by direct bank transfer, where possible, to maintain a clear audit trail.