



# Charging, Remissions and Recoupment Policy

*Children's House and Rachel Keeling Nursery School Federation*

Spring 2025  
Review date Spring 2026

The purpose of the policy is to ensure that there is clarity over those items which the Nursery Schools will provide free of charge, and for those items where there may be charge.

The Governors are committed to a free and comprehensive education which ensures equality of access and opportunity to all pupils.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

Children's House and Rachel Keeling Nursery Schools believe that all our pupils should have an equal opportunity to benefit from school activities and visits, independent of their parent's financial means. This charging and remissions policy describes how we will do our best to ensure that a wide range of visits and activities is offered, and at the same time how we try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## GENERAL

During the school day all activities that are a necessary part of the Early Years Curriculum will be provided free of charge.

- No charge will be made in the respect of admission to the Nursery School.
- No charge will be made for the activities which take place wholly or mainly during the school hours, except in the case of individual visitors, providing that the activities enhance the curriculum.

## VOLUNTARY CONTRIBUTIONS

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

## THE LAW SAYS

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

## FUND RAISING

The Nursery Schools raise funds to assist with transport, parties, presents for celebrations and numerous other miscellaneous items for the children.

## CHARGING

The Governing Body recognises that extra-curricular activities, such as educational visits to school can enhance the curriculum and be of value to every child's education. The Governing Body aims to promote and provide such activities as part of a broad, balanced and relevant curriculum, and therefore a sum of money is allocated when the school budget is set each year, in order to offset some of the costs.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided by the number of pupils willing to participate. The charge will not take into account the cost of staff already employed by the school.

For families who do not qualify for the 30 Hours government funding, can opt to buy additional half day sessions. Currently we charge £30 per additional session. From September 2025 this will rise to £36 per half day session.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

We may ask parents for a small contribution to cover the cost of the healthy nutritious snacks that are provided throughout the day or we may ask for contributions of fruit and vegetables.

#### **BREAKAGE, LOSS OF DAMAGE TO SCHOOL PREMISES EQUIPMENT**

The Governors reserve the right to charge parents if their child is found to be responsible for the wilful damage of school property.

#### **REMISSIONS**

In case of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body will invite parents to apply in confidence for the remission of charges in part or full.

Authorisation of remission will be made by the Executive Head Teacher, in consultation with the Chair of Governors.

#### **RESPONSIBILITIES**

The Executive Head Teacher will ensure that staff are familiar with, and correctly apply the charging and remissions policy.

To download a copy of the Charging, Remissions and Recoupment Policy see our schools' websites.