



## **Charging and Remissions Policy** Effective from 1<sup>st</sup> September 2016

### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school/childcare will provide free of charge and for those items where there may be a charge. The policy has been informed by the Local Authority policy and the DfE guidance

### **Definition**

The school/childcare is open from 7.45am – 5.45pm each week day for 50 weeks per year.

### **Hours of Provision**

#### **2-3 Room (fee payers)**

Morning session - 07.45am – 12.30pm

Afternoon session - 12.30pm – 5.45pm

#### **2-3 Rooms (funded 2 year old education)**

Morning session - 08.30am – 11.30am

Afternoon session - 12.30pm – 3.30pm

Mon, Tue all day, 08.30am – 3.30pm Wed am – 08.30am – 11.30pm

Wed pm 12.30pm – 3.30pm, Thu, Fri all day– 08.30am – 3.30pm

#### **3-5 Rooms (funded education)**

Mon – Fri am session 08.45am – 11.45am

Mon – Fri pm session 12.30pm – 3.30pm

Mon, Tue all day, 08.45am – 3.30pm Wed am – 08.45am – 11.45pm

Wed pm 12.30pm – 3.30pm, Thu, Fri all day– 08.45am – 3.30pm

#### **Wraparound Provision (fee payers)**

Breakfast session 07.45am – 08.30am / 08.45am

Lunchtime session 11.30am / 11.45am – 12.30am

After school session 3.30pm – 5.45pm

### **Extended Provision over and above the free entitlement will be charged for**

### **Responsibilities**

The Executive Headteacher or Head of School will ensure that staff are familiar with and correctly apply this policy. The Governors will review the policy as part of their review cycle.

## **Policy Statement**

During the school day all activities that are a necessary part of the Early Years Foundation Stage Curriculum will be provided free of charge. This includes any materials, equipment and transport to take children between Lilycroft Nursery School for children from two to five and the activity. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational outings and visits. In these circumstances no child will be prevented from participating because his/her parents cannot or will not make a contribution. If sufficient funds are not available it may be necessary to curtail or cancel activities. (See Educational Outings & Visits Policy).

### **Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day for example holiday events, theatre visits etc.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residentials**

Charge will be made for board and lodging, except for child whose parents are in receipt of eligible benefits.

#### **Eligible Benefits are as follow:**

- Income support;
- Income – based Jobseeker’s Allowance;
- Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed the current maximum).

Vulnerable families identified by a Family Support team who have a family intervention plan in place may be eligible to attend free of charge.

### **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 children/families participating. There will be no levy on those who can pay to support those who can’t or won’t. Support for cases of hardship will come through voluntary contributions and fundraising.

### **Photocopying**

A charge will usually be made for photocopying of any documents provided to parents and outside agencies at cost (including admin time), which is not related to school/centre day activities.

**Lettings** - See Lettings Policy

### **Governors’ allowances**

The governors of Lilycroft Nursery School for Children from two to five voluntarily give their time to support the development of our school. They do not claim any costs in relation to their duties.