



# The Limes Nursery School and Children's Centre



## Charging and Remissions Policy

### Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Head teacher for implementation. Any determination with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

**The Governing Body of the School recognise that legislation prohibits charges for the following;** Education provided during school hours (i.e. the 15 hour free entitlement for 2-4 year olds) (including the supply of any materials, books, instruments or other equipment).

- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport provided in connection with an educational trip.

### Charges will be made for:

- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Damage/vandalism/loss to and of school property
- We do not currently have facilities to let on a charged basis. Rooms are provided free of charge to providers of services linked to our children's centre services. Any Community Use / Lettings. (Arrangements for the letting of school premises would therefore be agreed on a case-by case basis.

## Remission

No remissions apply to the above charges

## Voluntary Contributions

Parents will be invited to make a voluntary contribution for extra-curricular activities and extended school activity

1. The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents;
  - a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
  - b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
  - c) If the activity cannot be funded without voluntary contribution, the governing body or Head teacher must make this clear to parents at the outset. An initial letter should explain the nature of the proposed activity and its likely educational value. It should then indicate the contribution per pupil which is required for the activity to take place. It should emphasise that there is no obligation to contribute and that no pupil will be omitted from the activity because his/ her parent/carer are unwilling or unable to contribute, but it should be made equally clear that the activity will not take place if parents are reluctant to support it.
2. The responsibility for determining the level of voluntary contribution is delegated to the Head teacher. All contributions will be used to offset the cost of the activity or event

## School Meals

The price to be charged for school meals follows that set by Bristol City Council centrally.

Date of Policy approval 18<sup>th</sup> November 2016

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