



Great Bradfords Infant & Nursery School

# Charging and Remissions Policy

Ratified by the Governing Board: 4<sup>th</sup> March 2021

Signed      Headteacher: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Review Date: March 2022

## **Charging and Remissions Policy**

### **Introduction**

All of the education we provide during normal school hours is at no charge to children. We do not charge for any activity undertaken as part of the National Curriculum.

### **Voluntary Contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school asks parents/carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others.

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. At other times we might ask the PTFA to supplement the cost of the trip. Parents/Carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums and education centres
- sporting activities which require transport expenses (except where children are representing the school)
- outdoor adventure activities
- visits to or by a theatre company
- musical events

Nursery and reception staff ask parents/carers to make a voluntary contribution termly, which is used to buy ingredients for cooking and enhanced snacks for the children.

The Headteacher has the discretion to wave fees charged by the school if parents/carers have difficulty paying.

### **Nursery Charges**

Children attending our nursery are entitled to receive 15 hours of free funding. They may also be eligible for a further 15 hours, up to a maximum of 30 hours free funding through HMRC. Parents/Carers have the option to book additional 3 hour sessions, subject to availability, and these are charged at £15 per session per child payable in advance. Lunch club is also available at a charge of £2.50 per child per lunch payable in advance. Parents/Carers are expected to provide a packed lunch for their child. Costs cover the supervision of lunch club and the cleaning ready for the afternoon learning sessions.

## **School Meals**

Currently, all infant children (reception, years 1 and 2) are entitled to a free school lunch. However, we do ask that parents/carers notify the school if they are in receipt of any benefits as the school may be able to claim additional funding for their child. This information is also needed when children move to the junior school.

## **Breakfast Club**

Breakfast club is available to children in reception, years 1 and 2. There is a charge of £4.00 per session per child. This charge is payable in advance and should be made at the time of booking. Siblings attending our breakfast club or an older sibling attending the junior school club will receive a discounted price of £2.00 per child per session. This is only applicable to the child attending the infant school breakfast club. The older sibling must be in the junior school breakfast club at the same time for the discounted rate to apply.

## **Clothing**

Although no charge can be made for equipment for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents/Carers are expected to provide their child with a school uniform and PE kit. They may also be asked to provide wellington boots.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Free clubs are also offered for choir and recorders.

## **After School Clubs**

The school offers many additional clubs such as football, gym, dance, drama, multi-skills. There is a small charge for these and the cost of the club is dependent on the charge made by external providers. These charges are made directly by and to the providers.

## **Non Payment of Charges**

Parents who have difficulties meeting any charges should discuss the matter with the Headteacher to arrange a suitable gradual instalment payment plan.

Unpaid charges, that are legally recoverable, will be recouped together with any resultant costs due as a civil debt.

## **Monitoring and Review**

This policy is monitored by the governing board and will be reviewed annually.