



## **ROCKWOOD NURSERY SCHOOL CHARGING and REMISSIONS POLICY**

### **INTRODUCTION**

- Each Governing Body must establish and keep under review a charging and remissions policy that complies with statutory requirements and has regard to the Authority's policy statements on charging.
- No charges apply unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy.
- A draft charging policy for schools is suggested in Appendix A, schools can adapt this to their own circumstances within any statutory requirements.

### **REGULATORY FRAMEWORK**

- Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.
- Academies are also required through their funding agreement to comply with the law on charging for school activities.
- There are also charging regulations for music tuition during the school day. (The Charges for Music Tuition (England) Regulations 2007) which came into force from 1 September 2007. Appendix B indicates specific guidance on these charging regulations.

### **KEY POINTS**

- School governing bodies and local authorities, subject to the limited exceptions referred to in this advice, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Schools must ensure that they inform parents on low incomes and in receipt of defined benefits of the support available to them when being asked for contributions towards the cost of school visits.

### **Links to government guidance:-**

<https://www.gov.uk/government/publications/charging-for-school-activities>

[https://www.legislation.gov.uk/ukxi/2007/2239/pdfs/uksiem\\_20072239\\_en.pdf](https://www.legislation.gov.uk/ukxi/2007/2239/pdfs/uksiem_20072239_en.pdf)

### **Schools cannot charge for the following activities:**

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- Instrumental and vocal music tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent / carer.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit at the school (note: if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents)

### **The school may recover the full costs of the following activities but charges may not exceed actual cost:**

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see below);
- Music and vocal tuition, in limited circumstances (see above);
- Certain early years provision (see the Education (Charges for Early Years Provision) Regulations 2012);
- Community facilities. (See S27 Education Act 2002).

### **Optional Extras**

Charges can charge for some activities, often referred to as 'optional extras'. This includes:

- Education provided outside of school time that is not:
  - part of the national curriculum;
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
  - part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;

- 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);
- Board and lodging for a pupil on a residential visit (subject to remission arrangements);
- Extended day services offered to pupils (for example breakfast clubs, after school clubs, tea and supervised homework sessions).

### **Can we ask for voluntary contributions from parents to activities where we have no power to charge?**

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities. However, any requests for voluntary contributions are subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently;
- Where there are insufficient contributions to make the activity viable then the activity will be cancelled. This should be made clear to parents from the outset.

All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary and that there is no obligation to contribute.

### **Can we charge for educational visits?**

Schools **cannot** charge for the following:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit 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 an educational visit.

Schools **can** charge for board and lodging and the charge must not exceed the actual cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents receiving specified benefits, usually equating to pupils being eligible for free school meals (due to the receipt of specified benefits, not through the introduction of universal infant FSM) will not be charged for board and lodging.

## **ROCKWOOD NURSERY SCHOOL CHARGING AND REMISSIONS POLICY**

### **INTRODUCTION**

The charging and remissions policy is subject to annual review to ensure compliance with statutory requirements.

### **CHARGING POLICY**

#### **Activities without charge**

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, other equipment and also transport provided in school hours to carry pupils between the school and an activity;

#### **Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently;
- Where there are insufficient contributions to make the activity viable, or the school cannot fund it from some other source, then the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to contribute.

#### **Chargeable Activities**

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- Any materials, books, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see below);
- Certain early years provision (see the education (charges for early years provision) regulations 2012);
- Community facilities. (See s27 education act 2002).

## **Optional Extras**

Charges may be made for some activities which are detailed below:

- Education provided outside of school time that is not:
  - part of the national curriculum;
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body). Please see below for Charging Agreement and Price List.

(Note: schools may wish to attach a schedule of current charges as an appendix to the policy)

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

## **REMISSIONS POLICY**

Charges for other 'chargeable activities' may be fully or partially remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted.

Details of remission arrangements will be stipulated when parents are advised of charges for individual activities.

## CHARGING AGREEMENT & PARENTAL AGREEMENT FOR EXTENDED PROVISION

Name of Child: \_\_\_\_\_

### **PAYMENT REQUIREMENTS:-**

I AGREE to pay the fees for provision for at least one term. (*We require families to provide **6 weeks' notice of change** if you wish to withdraw, in order to plan staffing accordingly*).

I AGREE to pay the fees for extended provision (BREAKFAST CLUB and AFTER SCHOOL) for at least one week. (*We require families to provide **a week's notice of change** if you wish to withdraw*).

***It will not be possible to refund unattended sessions as the space and staffing will have been allocated to your child and would not be available to allocate to another in their absence.***

### **Charging Policy**

- Rockwood Nursery School will charge an advertised rate for education and activities for children accessing the group, which are advertised at Reception.
- Parents/carers will be informed of the fees and we would prefer payment in **ADVANCE** either via Parent Pay or by the use of Tax-Free Childcare Vouchers.

### **PLEASE TICK how & when you will be paying**

School Online Account (ParentPay)

Government Tax Free Vouchers  \*Please provide Ref No. \*: \_\_\_\_\_

Weekly  Monthly  Half Termly  Full Termly

- Parents have a responsibility to check their Parent Pay accounts and make regular payments.
- It is understood that some parents pay for provision retrospectively. This must be done in the first few days following the week/month taken.
- Fees that remain unpaid for a period of 1 week after the taken provision will receive an email to ask for immediate payment.
- Fees that remain unpaid for 2 weeks will receive an email advising of the loss of place and further action if arrangements are not made to pay the outstanding amount.
- Fees that remain unpaid for 4 weeks will lose the provision of the place and action will be taken to reclaim the outstanding amount.

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

# **PRICE LIST**

Please note – proposed prices from 1<sup>st</sup> September 2023

<b>SESSION PRICES:</b> (paid by the parent/carer)		
	<b>2 YEAR OLDS</b>	<b>3 YEAR OLDS</b>
<b>3hr SESSION</b> <i>8.30am – 11.30am</i> <i>Or</i> <i>12.15pm – 3.15pm</i>	£22.50	£19.50
<b>BREAKFAST CLUB</b>	£8.00	£7.00
<b>LUNCH CLUB</b>	£6.00	£5.50
<b>AFTER SCHOOL CLUB</b> <i>(3.15 – 4.00pm)</i>	£6.00	£5.50
<b>Weekly Contribution</b>	£3.00	