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| **Stonehill Nursery**  **School**  **Charging Policy** |



**Head Teacher: Louise Foster**

**Chair of Governors: Russell Langley**

**Policy Approved by: Governors Finance and Personnel Committee**

Policy reviewed by: Governors Finance and Date: 23 March 2021

Personnel Committee

Policy reviewed by: Governors Finance and Date: 22 March 2022

Personnel Committee

Policy reviewed by: Governors Finance and Date: 30 March 2023

Personnel Committee

Policy reviewed by: Governors Finance and Date: 16 April 2024

Personnel Committee

**CHARGING**

**Aims**

This policy will ensure we have a robust, clear process in place for charging and remissions. It clearly sets out the types of activity that can be charged for and when charges will be made. We are committed to ensuring equal opportunities for all pupils and this policy will ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

**Roles and responsibilities**

The governing board:

* The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the head teacher.
* Responsibility for approving the charging and remissions policy has been delegated to the Finance and Personnel Committee.

Head teacher:

* The head teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff:

* Staff are responsible for:
  + Implementing the charging and remissions policy consistently
  + Notifying the head teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents:

* Parents are expected to notify staff or the head teacher of any concerns or queries regarding the charging and remissions policy.

**Where charges cannot be made**

No change can be made for:

* An admission application to any maintained school
* Education provided during school hours (including the supply of any materials)

For charges and remissions, see Appendix A.

**Voluntary contributions**

A school may ask for voluntary contributions for the benefit of the school or any school activity. Parents will be made aware there is no obligation to make any contribution. Stonehill Nursery School requests parents to contribute £1 per week and this money will be collected every week or half term and will be used for:

* Covering the costs of snack
* Food to celebrate festivals e.g. Diwali, Chinese New Year
* Additional curriculum materials

Stonehill Nursery provides a range of healthy snacks every day which are all vegetarian. It is important that you inform us if your child has any food allergies or is not able to eat certain foods due to religious beliefs or dietary requirements. Milk is provided free of charge.

**Extra Sessions**  
Extra sessions are subject to availability and dependent on staff/children ratio. The costs of the sessions are:

For 3- and 4-year olds:

Morning session (9-12pm): £15.00

Lunchtime (12-12.45pm): £4.00

Afternoon session (12.45-3.45pm): £15.00

After school session (3.45-4.30pm): £4.00

**Late collection fee**

The fee for late collection of children at the end of a session is £5.00. This will be charged when a child has not been collected 15 minutes after the end of their session or if parents are repeatedly late collecting their children.

**School Trips**  
Voluntary contributions will be requested to pay towards the cost of school visits. No child will be penalised, treated differently or excluded from the activity because of their parent’s inability to pay. In certain circumstances, proposed trips may need be cancelled if there is a lack of revenue.

**Lost Equipment (Books etc.)**  
The school expects parents to replace or purchase items of school property which are lost or damaged off the school premises.

All monies will be collected by the School Administrator. The amount will be recorded and maintained within School Funds. Monies will be used for the appropriate purchase of replacement of goods/services as stated in this policy. Any accidental overpayments will be returned to parents by the School Administrator.

Appendix A

Charges and Remissions

* Voluntary contribution to cover the cost of snack, to buy food to celebrate festivals, to buy additional curriculum materials - £1 per week
* Additional sessions:
  + For 3- and 4-year olds:
  + Morning session (9-12pm): £15.00
  + Lunchtime (12-12.45pm): £4.00
  + Afternoon session (12.45-3.45pm): £15.00
  + After school session (3.45-4.30pm): £4.00
* Late collection fee - £5
* School trips – parental contribution to school trip
* Passport/visa application - £5
* Lost/damaged books – price according to replacement value
* Telephone – Please inform the Nursery Administrator if you have made a call for personal reasons. The call will be charged at cost as per the itemised bill
* Photocopying – 10p per mono print, 20p per colour print
* Lost lanyards and photo ID - £5
* Lost key fobs - £5