Charging and Remissions Policy

Date of Last Review:	**November 2025**
Date agreed by Governors:	**25th November 2025**
Date shared with all staff:	**December 2025**
Date of next review:	**November 2027**
Origin/Author:	**RBG**

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development e.g. cooking, short walking trips to the park or shops, special visitors, hatching eggs, butterflies and trips. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principle contained in the Act, in particular that no child should have his/her access limited by charges.

Charges

Charges will not be made for any activities, which form part of the foundation stage curriculum requirements. No charge can be made for education and care during a child's free 15 hour entitlement or Working Parent 30 hour entitlement (for qualifying pupils from September 2017).

The Governing Body reserves the right to make a charge in the following circumstances.

- **Voluntary Contributions** – the Governing Body may ask parents for voluntary contributions towards the cost of any activity that takes place during school hours. Parents are under no obligation to contribute and the children of parents who are unable or unwilling to contribute will not be discriminated against. At Abbey Wood Nursery School we ask parents to make a voluntary contribution termly which is aimed at meeting, and not exceeding, costs i.e. the nursery does not aim to profit from any voluntary contributions. In the event of insufficient voluntary contributions, being made some activities may have to be cancelled. When organising school trips or visits to enrich the curriculum and educational experience of the children, the nursery invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the trip. If a trip goes ahead it may include children whose parents have not paid any contributions. We do not treat any child differently from any other.
- **School Dinners** – We do offer a school lunch to children who stay all day, this service is over and above a child's 15 hours entitlement and therefore carries a cost. In the event of non-payment of these fees the school reserves the right to stop lunches.
- **School Fees (not covered by any free schooling entitlement)** – for any parents who require (additional) schooling outside of any free entitlement (i.e. do not qualify for free 'Together for Two's' funding/or do not qualify for the free working parent 30 hour entitlement), school fees must be paid for any additional/unfunded hours. This is known as our **'Paid Hour Service'**. Further information about this service can be provided by the School Office staff.

- **Loss, damage and breakages** - in the case of loss, damage or breakages of school books or activity packs on loan to parents the nursery will make a charge to cover the cost of replacements.

The following is a list of additional activities, organised by the nursery, which may require voluntary contributions from parents.

These activities are known as 'optional extras ', this list is not exhaustive:

- Visits to museums
- Sporting activities
- Outdoor adventure activities
- Visits to or by a theatre company
- School trips
- Musical events
- Transport

We ask for a half termly contribution of £10.00 to cover the cost of healthy snacks/cooking ingredients.

General

The Governing Body may, from time to time, amend the categories for which a charge may be made. The Governing Body reserves the right to revise the Charging and Remissions Policy as necessary.

Remissions Policy

Where the parents of a child are unable to meet any one of the charges the school may make, they can apply in confidence to the Headteacher or School Business Manager for the remission of charges in part or full. The Headteacher in consultation with the finance committee will make authorisation of remissions.

School Fees/ Dinners:

The cost of the Paid Hours Service is as follows:

Hourly Rate £11.00 per hour

Half Day Session (3 hours) £33.00 session

Fully paying 2 Year Old's 30 hours (6 hours per day)

Full Day Session £66.00 per day

The cost of wrap around clubs are as follows:

Breakfast Club 8.00am-9.00am £11 per session

Mini Tea Club 15.00-16.00 £11 per session

Extended Tea Club 15.00-18.00 £33 per session

The cost of the school dinners is as follows:
School Dinner £2.80 per day (£14.00 per week)

These charges are reviewed annually and may be increased with reasonable notice

Fees are paid for 38 weeks of the year. They are due on bank holidays (throughout the academic year) and late openings.

There will be no charge for any days that we are unable to provide a service.

Late collection of children

Children who are collected late (after the gate has closed), without having already agreed this with the school, will have to go into the out of hours wraparound club. There will be a charge for this of £5 for the first 15 minutes (or part thereof), and £10 for any additional half hour (or part thereof).
Parents/carers will receive a letter detailing the date and amount due, with payment expected within 30 days via ParentPay, BAC's, cheque (or cash on agreement with the Headteacher). The school office will maintain records and follow up on outstanding payments.

Methods of payment
We are a cashless school. Payments can be made via:

- ParentPay – activation details will be given during enrolment
- Tax free childcare – parents need to be registered at the gov.uk site
- BAC's transfer – Our bank details can be obtained from the school office