



# ROTHESAY NURSERY SCHOOL

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## CHARGING AND REMISSIONS POLICY

Rothesay Nursery- a place to grow and learn

March 2026

## 1. Aims

Our school aims to:

- › Have robust, clear processes in place for charging and remissions
- › Clearly set out the types of activity that can be charged for and when charges will and will not be made
- › Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities
- › Maintain provision of a wide and varied range of activities and experiences for all children following the Early Years Foundation Stage, including some which will necessitate voluntary contributions from parents and some subsidy from school fund as required

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

## 3. Definitions

- › **Charge:** a fee payable for specifically defined activities
- › **Remission:** the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

### 4.1 The governing board

The governing board has overall responsibility for approving and monitoring the implementation of the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

### 4.2 Headteacher

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

### 4.3 Staff

Staff are responsible for:

- › Implementing the charging and remissions policy consistently
- › Notifying the headteacher of any specific circumstances that 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.

### 4.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## 5. Charging

Section 106 of the Education Reform Act (1988) confirms the principles that education provided by any maintained school for its registered pupils should be free of charge if it takes place during school hours. This includes the use of the universal 15 hours and extended 15 hours for 3-4 year olds, as well as funded 2's nursery entitlement, including both the disadvantaged 2 year old funding and working parents 2 year funding.

## 6. Chargeable Activities

The school may recover the full costs of certain activities, but charges will not exceed the actual cost. Rothesay Nursery School currently charges for extended care services including care in addition to the child's free

entitlement. This includes additional hours. The school also charges for repeated late collection to cover the cost of staff and premises facilities, including lighting, heating, equipment, rates, staff overtime and administration costs. In addition to other costs, the school may also charge families for damage to property and breakages.

### **6.1. Breakfast Club**

The Breakfast Club is open from 8:00- 8:30am daily and families are charged £3 for the session. Breakfast cereal is available on request. Sessions must be booked in advance in order to ensure that sufficient staffing is in place.

### **6.2. Additional Care**

Care is available in addition to each child's nursery entitlement to support parents. The care is bookable by the hour to ensure that there is minimal disruption in the classroom in the middle of the session. The latest collection time is 4:00pm. Additional care is available for £6 an hour. Sessions must be booked in advance. Each request is considered on a case-by-case basis, depending on the availability of spaces in the relevant classroom and the staff ratio at the time of booking.

### **6.3. School Meals**

The School does not provide school meals. All children that stay for lunch need to bring a packed lunch.

### **6.4. Nappies**

Parents are asked to provide nappies for children who have not achieved continence. If a child does not have any nappies at Nursery, one will be provided and parents will be asked to pay £1 for each nappy.

### **6.4. Late Collection Fee**

Families who repeatedly collect their children late from nursery, will be subject to an additional charge. This charge will be equivalent to the rate for additional care charged on an hourly basis (£6.) Late collection is a safeguarding concern, staff will follow the Lost, and Uncollected Children Policy to ensure the safety of the child should this happen.

### **6.5. Damage to Property and Breakages**

Where school property has been wilfully damaged by a child or a family member, the school may charge those responsible for some of, or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a child or family member, the third party must be aware that they understand the risk of having property in school and the school will not be liable. Whether these charges will be made will be decided by the Headteacher on a case-by-case basis, dependant on the situation in within the breakage or damage occurred.

### **6.6. Debt and Unpaid Invoices**

Where invoices remain unpaid at the end of each week, the family will not be able to book further additional sessions until the debt has been fully recovered, in line with our debt recovery policy.

## **7. Voluntary contributions**

The school may ask for voluntary contributions towards the cost of activities to assist with funding. In making a request or invitation for voluntary contributions it must be made clear that there is no obligation to contribute and that registered children at the school will not be treated any differently according to whether or not their parents have contributed. The school plans activities and requests for money throughout the school year, to ensure that there is not too much pressure on families to feel that they are continuously paying out for activities. This is monitored closely and changes made where needed on evaluation.

## 7.1. School Fund

We encourage parents to give a voluntary contribution of £1.50 per week. This is used to buy a range of healthy snack foods for children, as well as to cover the cost for activities like cooking. We ask parents to contribute if they are able to.

## 7.2. Trips, Visit and Outings

At Rothesay Nursery School, we recognise the value of educational visits. These support children in developing life skills and support in developing their educational skills. The school asks for voluntary contributions towards the cost of transport, resources, entrance fees and additional insurance (where needed.) There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay. Where there is not enough money to cover any shortfall, the trip will be cancelled.

## 8. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 7 of this policy. The school will give consideration to the remission of charges to parents or carers who receive any of the following support payments:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children of families who receive these payments may also be entitled to free school meals and Early Years Pupil Premium. Parents who feel they are eligible for the remission of charges will be dealt with confidentially. The school may choose to subsidise part of the payment of some charges for certain activities and pupils, this will be determined by the Governing Body and Headteacher.

## 9. Price List

Service	Time	Charge	Comments
Breakfast club	8:00- 8:30	£3	Breakfast available on request.
Hourly rate	1 hour increments	£6	This is the charge for hours that fall outside of a child's free entitlement.
Late charge	11:30 until collection 3:45 until collection	£6	This charge applies to parents who are persistently late.
Additional nappy	Not applicable	£1	Parents are asked to bring nappies from home. This charge only applies if a child needs changing and does not have any nappies at Nursery.

## **10. Monitoring arrangements**

The headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the headteacher annually, or sooner should the loss of funding or uptake of additional hours be predicted.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in May of each year. Parents/carers will be informed of the charges for the coming year in July each year.