

Sir James Knott Nursery School



Charging and Remissions Policy

“Creating strong and lasting foundations for learning”

Certified as reviewed and approved by the Governing Body: 8th February 2017

Next review date: At the discretion of the Governing Body



Charging and remissions at Sir James Knott Nursery School

Introduction

At Sir James Knott Nursery School we believe the children benefit from outside visits, journeys, visitors and extra-curricular activities which enrich their learning. We follow government regulations on charging. When an event takes place during school time, we ask families of children benefiting to share the cost. Legally, we are requesting voluntary contributions, but if we do not receive enough to cover the cost, plans may be cancelled.

Remission of charges

No child is barred from attending because his/her parents have not contributed. Families eligible for benefits, Pupil Premium and others the Headteacher or School Office Manager determines are having financial hardship, are not expected or pressured to pay. We keep such information confidential and handle situations discretely.

Activities covered

If a child's parent wishes him/her to own materials, books, instruments or materials used at school, then an appropriate charge will be made.

Class visits/visitors

We do not want any child to miss these valuable experiences. The school voluntary fund subsidises the cost, if necessary, so that the entire class can benefit.

Two Year Old Session

Session charges for Parents accessing our Two Year Old Provision, who are not entitled to the Government Two Year Old Funding, will be as follows;

Morning or Afternoon Session

£22 for 3 hour session

£44 for 8.30-3.30 including lunch

Parents will be expected to pay in advance, payment in arrears for the service will be discouraged.

Payment

All payments should go into an envelope with the child's name, class and what the money is for. The parent should give the envelope to the school office or teacher on entry to the session. The school's system of Parent Pay can also be used to pay for such activities. The office will be happy to help with this.

Queries

If you have a query about a charge, members of the office staff are available between 8.00am and 4.30pm to answer queries.

Designated Member of Staff:- Mr J. Croft, Headteacher

This policy will be formally reviewed by the Governing Body on an annual basis or earlier if new guidance becomes available.