

CLEATOR MOOR NURSERY SCHOOL

CHARGING AND REMISSIONS POLICY

STATUS

Statutory

PURPOSE

The purpose of this Policy is to ensure that, during the school day at Cleator Moor Nursery School, all children have full and free access to a broad and balanced curriculum for fifteen hours per week.

The school day is defined as: 8:30am to 11:45am and 12:30pm to 3:45pm

WHAT WAS CONSULTED

The policy has been informed by the Cumbria Children's Services Directorate advice issued in July 2007, A Guide to the Law for School Governors, Health and Safety of Pupils on Educational Visits (DfES 1998), Extended Schools – providing opportunities and services for all (DfES 2002).

RELATIONSHIP TO OTHER SCHOOL POLICIES

The policy complements the school's Single Equality policy, Curriculum policy, Teaching and Learning policy and off-site visits policy.

ROLES AND RESPONSIBILITIES OF HEAD TEACHER, OTHER STAFF, GOVERNORS ETC

The Head teacher will ensure that the following applies:

During the school day

All activities that relate to the Early Years Foundation Stage Curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Voluntary contributions may be sought for activities during the school day which entail additional costs, (for example a visit to a museum, historical site, place of interest etc).

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as 'zoolab', 'group music sessions' to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

There will be no charge for school milk. However, parents/carers will be asked for a voluntary contribution towards the snack we provide.

We will charge for optional, extra activities provided outside of the school day - such activities which are not part of the Early Years Foundation Stage.

Extended Care

Parents will be given the opportunity to purchase extra hours on top of their 15 hours per week free entitlement. The cost of each session will be reviewed at the end of each academic year.

Parents will be made aware prior to their child starting our Nursery of the available sessions and costs. Parents will also be informed of staffing levels, given guidance on providing a healthy lunch and informed of booking procedures and payment deadlines.

All parents will be made aware that all booked sessions must be paid for in advance or on the day at the latest. Any outstanding balance must be cleared before their child can access the extended care sessions again.

If a child is absent and will not be able to attend a booked session, all fees will be reimbursed or carried over, but only if the School has been notified of this absence. If a parent does not inform the School of the child's absence or if the child does not stay/arrive for the booked session, then the parents will be liable for the entire cost of this session.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Calculating charges

Charges made per pupil will not exceed the actual cost.

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

ARRANGEMENTS FOR MONITORING AND EVALUATION

The Finance Committee of the governing body will monitor the impact of this policy by receiving on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded and the source of those subsidies.

Chair of Governors:

Date: