

Charging and Remissions Policy

Cippenham Nursery School



Approved by:	Finance Committee	Date: October 2025
Last reviewed on:	October 2024	
Next review due by:	October 2026	
Updated on School Website:	October 2025	
Signed: (Acting Chair of Governors) (Headteacher)   The Charging & Remissions Policy is a statutory policy and is reviewed annually.		

The curriculum at Cippenham Nursery School is provided free of charge, for all children, whether they attend for 15 or 30 funded hours a week.

However, a voluntary contribution of £2.00 per week or £24.00 per term (£72.00 per year) is asked of parents to cover children's snacks, trips to Burnham Beeches on the school minibus, parties, cooking activities, visiting dancers, mobile farm visits and additional play equipment not provided within the school's allocated budget. Failure to contribute to the school fund will not preclude any child from participating in any of the additional experiences. However, the type and frequency of these will be governed by the amount of money contributed to the fund. The school fund also benefits from the school book clubs and also from the profit on the sale of school photographs and honey products.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the beginning of the document.

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the visit or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

Charges might be made for extracurricular or out of hours activities.

Lunch-club

Children who attend for 30hrs a week (full-time) will attend lunch-club without charge, as part of their 30hrs. If there are spaces available, the 1hr Lunch-club can be booked for children who attend p/t sessions at a cost of £6.00 per lunchtime. All children will bring their own packed-lunch.

Breakfast Club

Children will also have the option to start at 8am to attend a healthy breakfast-club. A charge of £3.50 per day will be made for breakfast food.

Full-time children, due to finish at 14.30, will also be able to attend for an extra hour at a cost of £6.00 per day or per ½ hour £3.00.

The Governors of Cippenham Nursery therefore do not foresee any non-voluntary charges being applied in this school.

The terms and conditions for booking and charging for the Lunch Club are available on request from the school office.

All payments, are made half-termly, in advance.

Remissions are payments made by the school to meet the cost of the charges where parents of the child are subject to financial hardship. Parents facing financial hardship are invited to meet with our Headteacher, Mrs Gill who will keep the school office informed. We will endeavour to support families by offering advice and contacting support agencies. Remissions are made to try to minimise the financial barriers, which may prevent some pupils taking full advantage of the opportunities offered by the school. In these circumstances governors of the school must decide on specific criteria to determine which families are entitled to remissions. They take into account information provided and whether the child is entitled to Early Year's Pupil Premium (EYPP.) The governors of Cippenham Nursery School do not foresee the need to apply charges and so no remissions will be made.

Voluntary contributions separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

Bank Charges if the school has incurred any bank charges due to a cheque being refused, we may pass these charges onto the payee of the cheque.

Responsibilities

The governing body is responsible for ensuring that the school complies with legislation, and that this policy and its related procedures and strategies are implemented. The Progress Committee of the Governing body have responsibility for monitoring & reviewing the on-going impact of this policy.

The Headteacher is responsible for implementing the policy; for ensuring that all staff are aware of the charges; and for taking appropriate action in any cases of unlawful discrimination.
