



Batford Nursery School & Day Care

BATFORD NURSERY SCHOOL POLICY ON CHARGING, REFUNDS AND REMISSIONS

Version	1.4
Based on Model Policy	Not applicable
Review body:	Headteacher, Indiv Governor or FGB
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Target audience:	All stakeholders

Version	Date	Notes
V1.0	May 2018	New policy
	May 2019	Reviewed, no amendments
	July 2020	Reviewed, formatting amendments only
V1.1	May 2022	Small wording changes only
V1.2	January 2023	Small wording changes only; 2018 DfE Guidance.
V1.3	January 2024	No amendments.
V1.4	January 2026	Added extended hours information.

Batford Nursery School and Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Nursery School and Day Care, Holcroft Road, Harpenden AL5 5BQ

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1. Charging

This policy is based on the DfE guidance, *Charging for School Activities*, issued October 2018.

The School is not permitted to make any charge for:

- an admission application to the school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment); or
- education provided outside school hours where this is part of the curriculum, or part of religious education

A charge may be made for:

- any materials, books, instruments or equipment, where the child's parent wishes him/her to own them (*See 3.1 Remission of charges*);
- activities organised outside the school day (which means the three hours' nursery session for 15 hour children and six hours school day for 30 hours children)

Charges may be made for some activities that are known as 'optional extras' but this does not generally apply to Batford Nursery School.

Chargeable extended day services are provided by Batford Day Care Ltd and subject to its charging policy.

1.1. Late collection of children

Any child who is not collected from nursery within a reasonable time at the end of a session, where there has been no notification of an exceptional and good reason why the child is being collected late, will be deemed as requiring provision of care outside of funded hours.

The child will be transferred into the care of Batford Day Care Ltd, which will apply the full sessional charge.

1.2. Damage to property/equipment

The School reserves the right to ask for payment/contribution in the event of any wilful breakage or damage to school property/equipment.

2. Voluntary Contributions

The governing body supports the school's desire to offer a range of experiences beyond the classroom, as part of a broad and balanced curriculum and strongly believes that visits and activities facilitated by external providers enhance and enrich pupils' learning and enjoyment of learning.

As the school's delegated funds will not cover the cost of all such activities, the Headteacher is permitted to ask parents for a voluntary contribution towards the cost of activities which take place during the school day and which incur additional costs.

The School acknowledges that offering opportunities on a "first come, first served" basis is likely to discriminate against pupils from families on lower incomes and will avoid that method of selection. The usual expectation will be that all activities will be for all pupils in the cohort.

Best value must be sought when planning activities that incur costs for which a voluntary contribution will be sought from parents.

The contribution must be genuinely voluntary. Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in

response to the request: no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Where the shortfall from contributions towards the cost of day activities or visits is 5% or more, then the activity may be cancelled.

2.1. Calculation of voluntary contributions

The requested contribution in respect of individual pupils will not exceed the actual cost of the activity, divided equally by the number of pupils participating. Although the calculation of costs may include a 5% contingency allowance it will not include any element of subsidy for other pupils participating in the activity whose parents are unable or choose not to make a contribution.

The charge will not include the cost of alternative provision for those pupils who do not wish to participate, although the cost of additional hours (if any) worked by Education Support Staff who participate in the visit/activity can be taken into account.

2.2. Curriculum donations

The school also requests termly donations to support the funding of curriculum resources, e.g. craft consumables. The amount of the voluntary contribution requested and the types of expenditure the donations cover are detailed in a leaflet that is published to all parents.

3. Extended Hours Scheme - Charges

3.1. Additional Hours Charges

From September 2025 a trial scheme has been introduced which enables families to pay for extended hours in the Nursery School in addition to the Government funded hours.

Charges are set out in the charging schedule 'Funded Hours Fee Chart' and in line with our terms and conditions.

4. Remission of charges

4.1. Materials

Occasionally, there may be projects which are in addition to the everyday D&T type activities for which the school incurs an additional and specific cost. In this instance, the school may request a payment to cover the cost of materials if the child wishes to take the item home.

This cost will be remitted for children who are eligible for the Early Years Pupil Premium. In addition, the Headteacher may use discretion to remit or subsidise charges for children of other parents who have explained genuine financial difficulties.

5. Refunds

5.1. Illness

Where a pupil is unable to participate in an activity due to illness, the school will refund the portion of any voluntary contribution equal to the marginal cost of the activity and, taking into consideration the overall cost, will consider making a full refund to the parents. Where a pupil drops out from an activity for any reason other than illness, it is at the discretion of the Headteacher whether a refund will be made.

5.2. Cancellation

In the event of the cancellation of an activity, visit or trip, the school will provide a full refund

to parents.

5.3. Surplus

Where an activity makes an unexpected surplus the school will consider making a refund. In accordance with the guidance set out within the HCC Financial Handbook for Schools, Batford Nursery School will make a refund where the surplus is either:

- 5% or more of the total cost per person, or
- £5 or more per person

Surpluses will be reimbursed in 'round amounts' only, e.g. £3 not £3.29.

Any refunds should be made to parents as soon as possible after the visit.

Where a refund is offered, the accompanying letter will indicate that 'a surplus of £x has been made and that if the parent / carer would like to claim their refund, they should contact the School Office by a fixed date. If no claim is made by that date it will be assumed that the refund is to be donated to school funds.

All refunds will be made via direct bank transfer in order to maintain a clear audit trail.

Refunds donated to the school will be transferred to an appropriate budget heading, following approval from the Headteacher.

Where an activity results in a deficit, this will be made up from the school's delegated budget or from the Fund Account.

6. Monitoring and Review

The Resources Committee will undertake an annual review of the charges made and contributions sought under the terms of this policy. This policy will be reviewed at least once every three years, in accordance with the governing body year planner.

Appendix: Examples of charging

Chargeable activity or item	Notes
Materials, books, , or equipment, <i>where a parent wishes their child to own them</i>	<i>For example:</i> • A clay model – a charge may be made to cover the cost of the clay. • Cookery items – a charge may be made to cover the cost of ingredients. But note that in most instances, the cost of such materials will be covered by the termly curriculum donations
Voluntary Curriculum Donations	Weekly / termly donations to support the funding of curriculum resources, <i>e.g.</i> craft consumables.
Extended Hours (BNS)	Additional hours charged by Batford Nursery School in accordance with the schedule of charges currently in force and the corresponding terms and conditions.
Extended care	Charged by Batford Day Care Ltd, in accordance with the schedule of charges currently in force.
Damage and Breakages	<i>For example:</i> • Lost library books will be charged at replacement cost. • In the case of wilful damage to school property or equipment by pupils, parents or third parties, at the Headteacher's discretion, a charge may be made to the parents (or third party) or a contribution requested towards replacement/repair.

Activities for which a Voluntary Contribution will be sought	
School trips, visits and workshops	A voluntary contribution will be requested to cover the cost of an individual child's share of the costs of the activity. The school will not seek to generate a surplus. Contribution is voluntary and can be subsidised for families on low incomes or in receipt of certain benefits.