

Charging & Remissions Policy

School governing bodies and Local Authorities cannot charge for admission to a state funded school or for the provision of education, subject to the limited exceptions referred to in the advice 'Charging for school activities', DfE, 2014 and supporting legislation. Schools may invite voluntary contributions for some activities, if they make clear that the contributions are voluntary and that the child's participation in the activity is not dependent on whether or not the parent contributes. No charge can be made unless the governing body or LA has drawn up a charging and remissions policy, which must be made available to parents on request."

The governing body of the Cambridge Nursery Federation has produced this Charging and Remissions Policy in accordance with the requirements of the DfE as outlined above.

Where any charges or voluntary contributions are requested, children of parents who are unable, or unwilling, to contribute will not be discriminated against.

1.	Admissions	
	No charge will be made in respect of admission to the Cambridge Nursery Federation	
2.	Education during school hours	
	2.1	Any activity required specifically by the curriculum, or to fulfil a statutory duty cannot be charged for. Voluntary contributions towards the cost of the activity may be invited. A child will not be excluded from taking part in an activity because his/her parents are unwilling or unable to pay, however the school reserves the right to cancel the activity if insufficient funds are available
	2.2	In certain circumstances, the provision of a trip in school time may be entrusted to a 'third party', for example a tour operator. The school will be responsible for advising parents on the adequacy of the arrangements made by the third party to secure the safety and welfare of the children. In these cases, a charge can be levied directly on the parents by the third party
	2.3	There is no charge for group or class music tuition which is part of the National Curriculum, but parents may be invited, voluntarily, to make a contribution to the cost of hiring instruments or providing music if required
	2.4	Parents cannot be required to supply any books, materials or other equipment for use in school hours, but parents can be invited to assist with the provision of the basic items.
	2.5	On a voluntary basis, parents may contribute to the cost of ingredients and materials for use in school. This assumes that the parents will own the finished product.
	2.6	Parents may be charged for the cost of any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.

3	Education outside school hours and Optional Extras	
	3.1	Charges cannot be made for education provided outside school hours if it is part of the national curriculum or part of religious education.
	3.2	Charges may be made for out-of-school trips or activities on the basis of parental willingness to pay for these 'optional extras'. No remission is available for these trips.
	3.3	Charges can be made for transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).
	3.4	Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
	3.5	If a proportion of an activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not participate.
	3.6	Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.
	3.7	Charges may be made for extended day services offered to pupils (e.g. breakfast club, after-school club) and any additional time that the child attends the nursery over his/her free nursery education hours entitlement.
	3.8	If a charge is to be made for an optional extra, parents will be advised how the charge is worked out and who might qualify for help with the cost (or get it free of charge).
4	Voluntary contributions	
	4.1	If an activity cannot be funded without voluntary contributions, the governing body or headteacher should make this clear to parents at the outset. The governing body or headteacher must also make it clear to parents that there is no obligation to make any contribution.
	4.2	No child shall be excluded from an activity because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit or activity, or the school cannot fund it from some other source, then it must be cancelled. The school will make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The school will make it clear to parents at the outset what the policy for allocating places on school visits will be.
	4.3	When making requests for voluntary contributions, parents will not be made to feel pressurized into paying as it is voluntary and not compulsory. The school will avoid sending colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates will not be sent to parents when requesting contributions.
5	Breakages and Damages	
	5.1	The Governors are entitled to require parents to pay for the cost of damage caused by their

		and/or the pupil's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced resources.
6	Community Facilities	
	6.1	Cambridge Nursery Federation may charge for the use of its facilities by the local community and may generate a profit from this which will be spent on the purposes of the school and or on community facilities.

<p>The Governing Body is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. We are committed to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken within the Federation.</p> <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people. We expect and require all members of the school community to share this commitment.</p>
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Date: October 2015

Review: October 2018