

The Societas Trust: Oaklands Nursery



Charging and Remissions Policy: December 2018

The Societas Trust

Charges and Remissions Policy 2018

Introduction

This policy has been drawn up to conform to the charging arrangements for Maintained Schools and Academies as set out in the Sections 449-463 of the Education Act 1996.

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018 'Charging for School Activities')
- DfE (2017) 'Governors' Handbook'
- The General Data Protection Regulation (GDPR) 2018

The Societas Trust recognises that the Act prohibits charges for academy activities which take place within academy hours and/or are part of the academy curriculum. This Policy reinforces that principle, whilst setting out those academy activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

1. EDUCATIONAL ACTIVITIES TAKING PLACE DURING SCHOOL HOURS

Education provided during academy hours will be free of charge.

Nursery hours are:

- a) as published by the Nursery on the website;
- b) any "twilight sessions" used to deliver the academy curriculum;
- c) The midday break is excluded.
- d) No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the Early Years curriculum.
However, materials which result in a finished product may be charged for.
- e) The Nursery will provide all pupils with materials to complete the curriculum. However, for repeated loss **or deliberate damage** of Nursery equipment a cost may be imposed at the discretion of the Local Governing Board.

TRANSPORT

Charges will not be made for:

- Transporting registered pupils to or from the school premises where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing board has arranged for pupils to be educated

- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational visit

However, if appropriate the school may request a voluntary contribution.

2. VOLUNTARY CONTRIBUTIONS

a) When organising trips or visits that enrich the curriculum and educational experience of the children, the Nursery invites parents to contribute to the cost of the trip. If insufficient funds are received to cover the cost of the activity, it may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. The Nursery will make it clear in its communication to parents that these contributions are voluntary, and that no student will be treated differently according to whether or not the parent/carer has contributed.

b) If a parent wishes their child to take part in a trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The Nursery provides this information on request.

c) The following is a list of additional activities organised by the Nursery, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- outdoor adventure activities;
- visits to the theatre;
- trips abroad;
- musical events;
- external companies providing enhancement activities.

d) The amount of contribution will not be more than the cost of the transport and entrance.

e) All monies must be paid either in cash or by cheque payable to "Oaklands Nursery".

f) Admin will keep a tick list of children who have returned their permission slips and contribution.

g) It is the responsibility of the key worker to remind children to return their permission slips.

h) Children will not be publicly challenged over lack of payment, parents will be contacted if necessary.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

3. EDUCATIONAL ACTIVITIES TAKING PLACE OUTSIDE SCHOOL HOURS

A charge may be made for activities which take place wholly or mainly outside Nursery hours except where the activity is required either:

- a) as part of the syllabus of a prescribed public examination, or
 - b) to fulfil statutory requirements of the national curriculum or of religious education,
- In which case no charge may be made other than for board and lodging on a residential visit.

For all other activities outside academy hours, the charge will be set to cover the cost of such items as:

- Transport/ travel costs;
- Board and lodging;
- Entrance fees;
- Insurance costs;
- Any materials required for the activity;
- Incidental expenses;
- Costs incurred as a result of teaching and support staff supervising the activity.

The charge should not subsidise any other student participating. Any remission of charges for individual students would be met from the School Fund account or Oaklands Childcare Ltd account or fundraising activity.

A student's participation in the activity is dependent on the agreement of their parent/carer to meet the cost of the activity, and this agreement will be a pre-requisite to the student's inclusion.

See section 452 of the Education Act which defines what counts as "during school hours"

4. RESIDENTIAL VISITS

We may charge for board and lodging – but the charge will not exceed the actual cost.

5. LOSS OR DAMAGE TO SCHOOL PROPERTY

Loss or damage of Nursery property, e.g. books, windows, furniture, equipment etc. will be charged for if caused by negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher/principle may decide.

Similarly a charge will be levied in respect of willful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the Nursery.

7. NURSERY FEES

In order for us to provide a high quality learning experience to all 2, 3 & 4 year olds Oaklands Childcare (Wolstanton) Ltd offer sessions at a charge of £3.90 per hour for 3-4 year olds and £4.00 per hour for 2 year olds. Fees are payable each half term in advance. Full terms and conditions are contained in the Oaklands Childcare (Wolstanton) Ltd handbook for parents and on the Nursery website.

8. PHOTOGRAPHS

As part of the Photograph Policy parents are unable to take photographs of events such as school productions.

Parental consent is required for all photographs taken by staff.

Twice a year professional photographs are taken by Tempest Photography Ltd. Prices are set by Tempest Photography Ltd and the Nursery takes no responsibility for associated costs.

10. OTHER CHARGES

The School may levy a charge for personal requests from internal and external stakeholders.

Telephone Calls: 20p – local calls

Photocopying & 10p per sheet (black)

Printing 30p per sheet (colour)

Laminating 30p per A4 sheet

50p per A3 sheet

Any unpaid, returned cheques made by parents, received in the Nursery from the bank will incur an extra charge as well as the original unpaid fee. This charge will cover any charge made to the Nursery by the bank. All letters to parents must state that unpaid cheques will incur this charge.

11. EXTENDED DAY SERVICES

Charges will be made for extended day services offered to pupils (for example after-school clubs).

12. COMMUNITY FACILITIES

Charges may be levied for the use of the community room / services / training. Charges will be used towards heating, lighting, janitorial/other staff wages, general wear and tear, refreshments, etc.

- (a) Letting of the school premises or grounds - £20 for opening, closing and up to 3 hours room hire, thereafter a charge of £10 per hour.
- (b) Charges to Teaching School Alliances for our services (preparation and delivery of training) - £300 per day.
Training courses provided independently of the Teaching Schools will be charged at £70 per delegate per day.

- (c) Charges to other schools/establishments for consultancy/training provided by NLE/SLE under NSS remit.
Consultancy/training provided as an Entrust Associate - £400 per day (HT) and £350 (SLE). Consultancy/training provided independently - £300 per day
- (d) Charges to other schools/establishments for members of staff attending Oaklands for school-to-school support/advice and guidance/good practice visits - £70 per day

Approved by the Trust Director's Board on 13th December 2018

Approved by Oaklands Governing Board

Review Date– Autumn 2019