

# Halfway Nursery Infant School



## Charging Policy

Date Policy Written / <b>Updated:</b>	November 2021
Date Policy accepted:	
Date of Next Review:	November 2022
Signed (Headteacher)	
Signed (Chair of Governors)	
Minute Number	

# HALFWAY NURSERY INFANT SCHOOL

## CHARGING POLICY

### CHARGING PARENTS

#### Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

#### Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school asks parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If parents wish their children to take part in a school trip or event, but are unwilling or unable to make a voluntary contribution, and we decide to go ahead with the event, we do allow the children 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 school provides this information on request.

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

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

#### Residential Trips

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the educational component of the trip. However, we do make a charge to cover the costs of the board, lodging and travel expenses. If parents are experiencing financial difficulties they are invited to approach the Headteacher to discuss the impact of these on funding the costs of the trip.

### **Activities Outside School Hours**

No charge is made for activities that are outside of school hours and are part of the curriculum, and which are led by our staff. However, we may ask for a contribution towards activities that are run by outside providers, such as Mad Science or Dance Club.

For all other activities outside of school hours, a charge up to the cost of the activity will be levied.

### **Additional nursery hours**

Parents may request additional nursery hours, beyond their free entitlement. The charges for these are outlined in a separate Nursery Charging Policy.

### **Damage/Loss to property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher, in consultation with the Chair of the Governing Body, may decide it appropriate to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Superkids**

The school provides a range of ‘wrap around care’ services for parents, under the name ‘Superkids’. These include breakfast club, nursery lunches and after school care. We publish the charges for these on our school website, and in hard copy form. Parents can obtain copies of the latter from the school and nursery offices. Parents/carers using the Superkids service will be invoiced at the end of each month for services they have used during the month. Where payments are not made by the deadline on the invoice, a surcharge may be applied.

### **Remissions Policy**

If the parent/guardian of a pupil is in receipt of Income Support, Income Based job Seekers Allowance, guaranteed element of state pension credit, support under part VI of the Immigration & Asylum Act 1999 or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16190), charges in respect of board and lodging will be remitted in full.

## **OTHER ORGANISATIONS/USERS**

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Resources Committee and forms part of our separate Lettings policy. The minimum period for which facilities can be booked is 1 hour.

### **Other charges**

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

### **DONATIONS**

We sometimes give parents, relatives and others in the local community the opportunity to make voluntary donations to help fund equipment, activities and improvements to the school environment. We do this, for example, through sponsored children's activities (Sponsored Bounce), selling cakes and other items produced by the children and parents, and through a donation section on the website. We publish the outcomes of all donation activities through our parent newsletter and on our school website.

### **CHARGES TO OTHER SCHOOLS**

#### **Visits by staff**

Tailored visits by staff from other schools to learn about good practice at Halfway Nursery Infant School, and which occupy the time of the headteacher and/or assistant headteacher, will incur a charge to be agreed with the visiting institution before the visit takes place.

#### **Consultancy**

We offer consultancy services to other schools. Details and charges are publicised on the school website.