



# **Redcliffe Nursery School**

## **Charging and Remissions Policy**

## 1. INTRODUCTION

### 1.1 Purpose

This policy is based on advice from the Department of Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England, and the DfE's [statutory guidance for local authorities on the provision of early education and childcare](#), applied from 1<sup>st</sup> April 2025. In particular, please refer to the section on charging (A1.32-A1.44).

Children who attend our nursery school are entitled to 15 or 30 hours of free high-quality childcare and education each week.

The Governors of Redcliffe Nursery School present their Charging and Remissions policy as follows.

#### **Redcliffe Nursery School aims to:**

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.

#### **Definitions**

- **Charge:** a fee payable for specifically defined activities.
- **Remission:** the cancellation of a charge which would normally be payable.

#### **Roles and responsibilities**

- The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.
- The governing board also has overall responsibility for monitoring the implementation of this policy.
- The Headteacher is responsible for ensuring relevant staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### **Staff are responsible for:**

- Implementing the charging and remissions policy consistently.
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.
- The nursery school will provide staff with appropriate training in relation to this policy and its implementation.

#### **Parents/Carers**

Parents/carers are asked to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

#### **During nursery school hours**

All statutory education provided during nursery school hours is free. The definition of “education” includes materials, equipment and transport provided in school hours by the school to carry pupils between the school and an activity. Redcliffe Nursery School does not charge for any activity undertaken as part of the national curriculum but do invite parents/carers to make voluntary contributions for optional extras, which include meals, enrichment experiences, seasonal events, trips, hygiene items, sun safety and spare clothes.

These charges are on a termly basis depending on the number of hours the child attends (please refer to the current charges [here](#)).

Please note: parents and carers are asked to provide such items as nappies, nappy cream and sun cream for their children whilst at nursery.

Invoices and receipts will be itemised as follows:

- the free entitlement hours
- additional wraparound paid hours
- food charges
- non-food consumables charges
- activities charges

The enrichment and consumables charge will be shared on a termly invoice, due within 14 days of issue. Parents and carers are able to opt out of the chargeable extras (aside from wraparound care) and the associated consumable or activity for their child.

For working families claiming Universal Credit, there is up to 85% government support for enrichment, which can be claimed in advance. There will be no additional charge for those children who are eligible for the Early Years Pupil Premium (EYPP).

### **Outside nursery school hours**

Parents and carers may be charged for activities that happen outside of the settings hours, when these activities are not a necessary part of the curriculum. Charges may be made for other activities that happen outside of school hours if parents/carers agree to meet the cost. Parents and carers will be advised in advance of any charge that will be due.

### **Charges for individual pupils may not:**

- Exceed the actual cost of providing the optional extra activity, divided by the number of pupils willing to participate.
- Include an element of subsidy for pupils whose parents wish them to participate but are unable to pay; or include the cost of alternative provision for more pupils who do not wish to participate where a small part of the activity takes place in school hours.

### **Voluntary Contributions**

The 1996 Education Act draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions' which are self-explanatory.

The governing body recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development, for example, cooking, walking trips within the local community, visits to the theatre, swimming pool, museums, the city farm etc., which can incur a cost to the nursery. The nursery school aims to promote and provide such activities as part of a broad and balanced curriculum for the children and may ask for voluntary contributions towards this.

Subsidies from various sources e.g. fundraising or donations from the PTFA, will be considered to cover the deficits. Wherever possible, the nursery school will give sufficient notice to allow parents and carers to pay by instalments if the cost of the activity is significant.

If parents and carers wish their child to take part in a nursery school trip or event, but is unable or unwilling to make a voluntary contribution, the child will still be allowed to participate fully in the trip or activity. No child will be left out if their parents are unable to contribute towards the cost. However, any proposed activity would need to be viable otherwise the headteacher, will have the right to cancel such an activity.

### **Remissions**

In some circumstances the nursery school may not charge for items or activities set out in this policy. This will be at the discretion of the headteacher and will depend on the activity in question. Any parent who is unable to support their child in the attendance of a school trip due to financial reasons is encouraged to discuss this with the headteacher. No child will be left out if their parents or carers are unable to contribute towards the cost. However, any proposed activity would need to be viable otherwise the Headteacher, will have the right to cancel such an activity.

### **Monitoring arrangements**

- The School Business Manager will monitor charges and remissions, and will ensure these comply with this policy.
- This policy will be reviewed by the School Business Manager on a bi-annual basis.
- At every review, the policy will be approved by the governing board.