




## Woodland Federation Schools, Nursery and Preschool Charging and Remissions Policy

This Policy describes the circumstances when the parents of children at this school will be asked to pay for school activities, when they will be asked to make a [voluntary contribution](#) to costs and when they will not be asked to pay or contribute.

It also describes [Remission](#); when costs will be waived for children from low income households.

Text that is [underlined in blue](#) indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this Policy, please ask for advice from the school

	Policy	Charging & Remissions	
	Ratifying body	FGB	08.07.2024
	Reviewed by	FGB	08.07.2024
	Approved by	FGB	08.07.2024
	Ratified by	FGB	
	Cycle	Annual	
	Next review date	July 2025	

# Charging and Remissions Policy

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## **1 Equality and Safeguarding Statements**

- 1.1 This school and Devon County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. This policy will be subject to an Impact Assessment which will be integral to all reviews.
- 1.2 We and our partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.

## **2 Introduction**

- 2.1 The purpose of the Policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be charge.

The Policy has been informed by the Department for Education Guidance "[Charging For School Activities](#)" which was last updated in May 2018.

## **3 Responsibilities**

- 3.1 The head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy from time to time to ensure that it meets with current guidance from the Department for Education.

## **4 Policy Statement**

- 4.1 All activities that are a part of the National Curriculum<sup>1</sup> for compulsory school age children,<sup>2</sup> necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials, equipment, and transport to take pupils between the school and the activity.

We will normally make a charge unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) at school,

## **5 Voluntary Contributions**

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<sup>1</sup> The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject.

<sup>2</sup> Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March. Children who are of compulsory school age do not have to be in school – they may be Home Educated.

- 5.1 We will ask parents to make a voluntary contribution towards costs for activities during the school day<sup>3</sup> which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. The head teacher or teacher will also make it clear to parents that there is no obligation to make any contribution. No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge in these circumstances the school may ask for a voluntary contribution from parents.

## **6 Optional activities outside of the school day**

- 6.1 We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education. Examples are sports activities, theatre visits and extended day services such as the before and after school club. Charges will be based on the cost incurred less any specific funding received, except the before and after school club which will be charged at a commercial rate.

## **7 Education partly during school hours**

- 7.1 A charge will only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

### **A) Non-Residential**

Where less than 50% of the time spent on activity falls during school hours, it is deemed to have taken place outside school hours.

### **B) Residential**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

## **8 Music Tuition**

- 8.1 Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).<sup>4</sup>

## **9 Residential Trips**

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<sup>3</sup> Under [The Education \(School Day and School Year\) \(England\) Regulations 1999](#), the school day is split into two half-day sessions, whatever time it starts and finishes. A school half day is any length of time up to 12 hours when the school meets, ending at noon or midnight that day. At this school, the session times are:

Morning from 0900 to 1215

Afternoon from 1215 to 1530

<sup>4</sup> For further information, see [www.education.gov.uk/publications/eOrderingDownload/0184-2006PDF-EN-01.pdf](http://www.education.gov.uk/publications/eOrderingDownload/0184-2006PDF-EN-01.pdf)

9.1 There will be **no charge** for:

- Education provided on any visit that takes place during school hours:
- Education provided on any visit that takes place outside school hours if it is:
  - part of the National Curriculum, or
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
  - part of religious education; and
  - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school **will charge** for:

Board and lodging (the charge will not exceed the actual costs).

## 10

### Remission

10.1 When parents are informed about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

(The criteria that entitle families to an exemption from paying for the cost of board & lodging has been aligned with free school meals criteria.)

The Governors have agreed that children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Headteacher, so that no child is discriminated against. All applications for support/special consideration should be made direct to the head teacher.

## 11

### Calculating Charges

11.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.

**Standard Fees**

Each hour at the Nursery \ Pre-school is charged at the following rates:

- Children aged up to 3 years old: £6.22 per hour.
- " Children aged 3 years and above for hours not covered by Government funding: £5.22 per hour.

For children receiving government funding

The term after their 9 month birthday, all children become entitled to 570 hours over a period of 38 weeks a year (which is 15 hours per week). Nursery \ Pre-school will give you all the forms you need and the funding will come straight to us. If you use your full entitlement before the end of the 38 weeks you will be charged at the relevant rate per hour for the rest of the year. 30 Hour extended entitlement is also available for some families, you can check your eligibility with childcare choices, please ask the administrator for details.

**Free Childcare for Two- Year-Olds scheme**

There is an offer of free childcare for two-year-olds in Devon County Council who meet the requirements conditions. The aims of this offer include providing childcare to the most disadvantaged two-year-olds and to narrow the gap in educational achievement between disadvantaged children and other children in the County.

All applications must go through Devon County Council, and you must be in receipt of one of a list of benefits, such as Income Support. A full list of the required benefits, additional criteria and information about how to apply for the funding can be obtained from the School Business Manager.

**Vouchers and Tax-free Childcare**

We are registered for tax-free childcare and with several voucher schemes; please contact School Business Manager for details.

**Contract**

Once the contract with Nursery \ Pre-school is signed you are liable for the full amount. Should sessions need to be changed this must be done in accordance with the Nursery \ Pre-School policy.

**Invoices and Payments**

Invoices will be distributed at the beginning of each half term. If payments are not made within 14 days, only funded hours will be offered until the debt is cleared. Fees are payable if your child is on holiday, sick or absent.

**Payments**

Payments should be made within 14 days of receipt of invoice, and be paid either via the School Gateway or by cheque in a clearly marked envelope handed into the school reception office. If you are experiencing difficulty with payments please speak to the School Business manager in confidence.

### Late payment of Fees

If fees remain unpaid, despite correspondence with parents/carers, we will remove additional non funded hours from the booking. The child will only be accepted for funded hours. Non funded hours will only be reinstated once the debt is cleared.

### Leaving

If your child is leaving Nursery \ Pre-school, half a term's written notice must be given to the office.

### Review of Pricing

The Governing Board will review the fees in March each year.

### **Policy version:**

**This policy was determined by the Full Governing Board of The Woodland Federation on 8<sup>th</sup> July 2024. It will be reviewed and determined annually.**

### **Contacts for Further Information**

#### **The Woodland Federation**

Kings Nympton Primary School  
Kings Nym[pton  
Umberleigh  
EX37 9SP

Winkleigh Primary School  
Farmer Frank's Lane  
Winkleigh  
EX19 8JQ

#### **The Department for Education (DfE)**

0870 000 2288 [www.education.gov.uk](http://www.education.gov.uk)

#### **The Education Funding Agency (EFA) - Bristol**

0370 000 2288 [www.education.gov.uk/b00199952/educationfundingagency](http://www.education.gov.uk/b00199952/educationfundingagency)

