

## **Acacia Nursery Charging and Remissions Policy**

This charging and remissions policy complies with statutory requirements and is reviewed on an annual basis.

### **Charging Policy**

#### **Activities without charge**

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments and other equipment;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition which is part of the curriculum;
- instrumental and vocal tuition for children in care;
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at school.

#### **Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- however where there are insufficient contributions to make the activity viable then the activity will be cancelled.

#### **Chargeable activities**

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not:
  - part of the National Curriculum;
  - part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
  - part of religious education
- board and lodgings on residential visits (subject to remission arrangements).
- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.
- provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.
- day care facilities.

## Remissions Policy

- There will be no charge for board and lodgings for pupils whose parents are receiving income support, income-based job seekers allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

## Late Fees

- There will be a charge of £6 for every hour, if your child is not collected from school 10 minutes after their designated session ends.
- If the parent/carer is late in collecting their child after 4pm, then the parent/carer is expected to make contact with the school. If the parent has made contact - from 4.10pm the school will charge a fee of £6 per child for every hour late. If the parent/ carer has not made contact and the school is unable to obtain contact then procedures outlined in our safeguarding and two year old provision policy will take place.

Signed:  Dated: 4<sup>th</sup> May 2018

Chair of Acacia Governing Body

Date of review: May 2019

## Appendix 1

### Fees & Charges from November 2015

We are able to provide additional sessions at a cost of **£21.00** (Inclusive of the lunch period) *Discounted £95 for 5 sessions in a week*

If your child is attending full days within the Free Early Education entitlement you will be charged for the period of care provided for lunch at the rate of **£3.50** per session.