



Chelsea Open Air Nursery School

Charging and Remissions Policy

The policy above will be monitored and evaluated following the policy cycle at
Chelsea Open Air

Date of establishment: 2018

Date of last review: Autumn Term 2022

Date of next review: Autumn Term 2023

Signed on behalf of Chelsea Open Air Nursery School : _____

Signed on behalf of the Governing Body: _____

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1. Aims

Our 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

2. Legislation and guidance

This policy is based on advice from the Department for 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.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

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.

Responsibility for approving the charging and remissions policy has been delegated to Resources Committee

4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

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 school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

Admission applications

Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

Education provided outside school hours if it is part of:

The national curriculum

A syllabus for a prescribed public examination that the pupil is being prepared for at the school

Religious education

Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

5.2 Transport

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

Transport provided in connection with an educational visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Music and vocal tuition, in limited circumstances

Certain early years provision

Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: School Trips

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

DEPOSIT: Refundable deposits are required prior to commencing the following services:

Upon acceptance of a Breakfast Club place	£50
Upon acceptance of an Afterschool place (except 30 hour funded)	£100
Upon acceptance of an Extended Day place	£400
Universal place (MFE)	Nil
Upon acceptance of a 30 hour funded place	£400
Upon acceptance of a 30 hour funded, 3.00 pm to 4.00 pm place	£100
Upon acceptance of a 15 hour rising 3's place	£400
Upon acceptance of a Full Time rising 3's place	£700

Fees are payable against invoices issued half termly in advance as follows:

Breakfast club	8.15 am to 9.00 am	£7.50 per day
Additional hours (core day)	9.00 am to 4.00 pm	£32 per day plus lunch (£2.75)
30 hour to 4.00 pm	3.00 pm to 4.00pm	£10 per day
Afterschool club	4.00pm to 5.00 pm	£10 per day (except 30hour funded children)
Rising 3's 15 hours place	9.00 am to 12.00pm	£30 per day
Rising 3's Full Time place	9.00 am to 4.00pm	£70 per day including lunch

School Branded Goods:

Sweatshirts	£13
T-Shirts	£7.50
Fleeces	£15
Waterproof Coats	£27

School Lunches: £2.75 per day

Professional Visits

Professional visits by individuals or groups from establishments outside of the Royal Borough of Kensington and Chelsea shall at the discretion of the Headteacher be subject to a charge of £20 per person per half day.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in Spring Term each year. Parents will be informed of the charges for the coming year in Summer Term each year.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

10. Fees for Staff

The governing body have agreed that the following discounts will be applied to charges for additional hours for current staff members i.e. those on the payroll at the time of invoicing, with children attending Chelsea Open Air Nursery School.

10% for staff who have completed 12 months or more service

20% for staff who have completed 24 months or more service

30% for staff who have completed 36 months or more service

40% for staff who have completed 48 months or more service

50% for staff who have completed 5 years or more.

It was further agreed that the 5 years' plus service would include breaks in service of up to 12 months maximum duration.

Please note that the discount will not apply to other items such as school meals, uniform etc.

11. Monitoring arrangements

The Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Business Manager every year.

At every review, the policy will be approved by the Resources Committee