

# Charging and Remissions Policy

**Date adopted by the Board of Governors:**

**November 2022**

**Date for review:**

**November 2023**

# BUSHBURY NURSERY SCHOOL

## CHARGING AND REMISSIONS POLICY

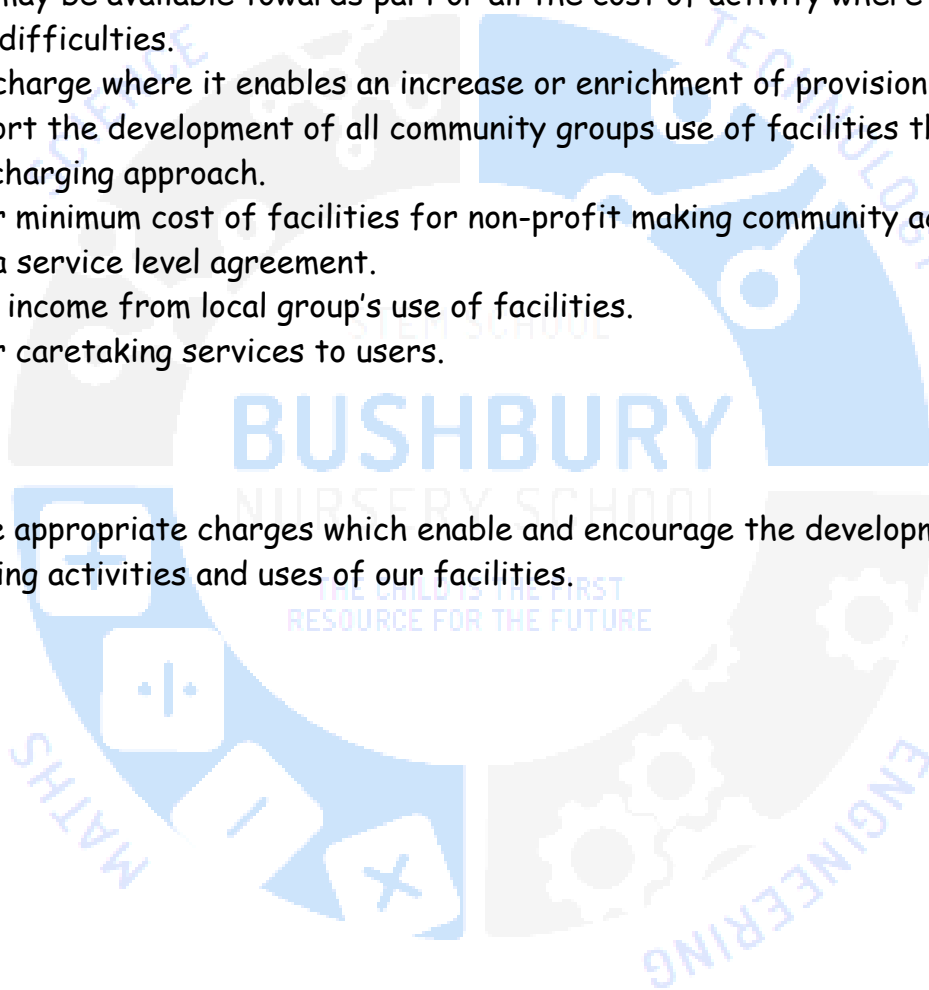
### POLICY STATEMENT

### PRINCIPLES

- We ask for voluntary contributions for activities wholly or partly during nursery session which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution.
- Support may be available towards part or all the cost of activity where there are financial difficulties.
- We may charge where it enables an increase or enrichment of provision.
- We support the development of all community groups use of facilities through a flexible charging approach.
- We offer minimum cost of facilities for non-profit making community activities through a service level agreement.
- We raise income from local group's use of facilities.
- We offer caretaking services to users.

### AIMS

We aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.



## KEY RESPONSIBILITIES

### Finance and General Purpose Committee

- Will review and amend the charging policy on behalf of the governing board.
- Will review annually the charges for supplies and services.

### Head Teacher / Project Manager

- Will be responsible for drafting proposals for charges.
- Will provide reports for the finance and general purpose committee.

### Administration Team

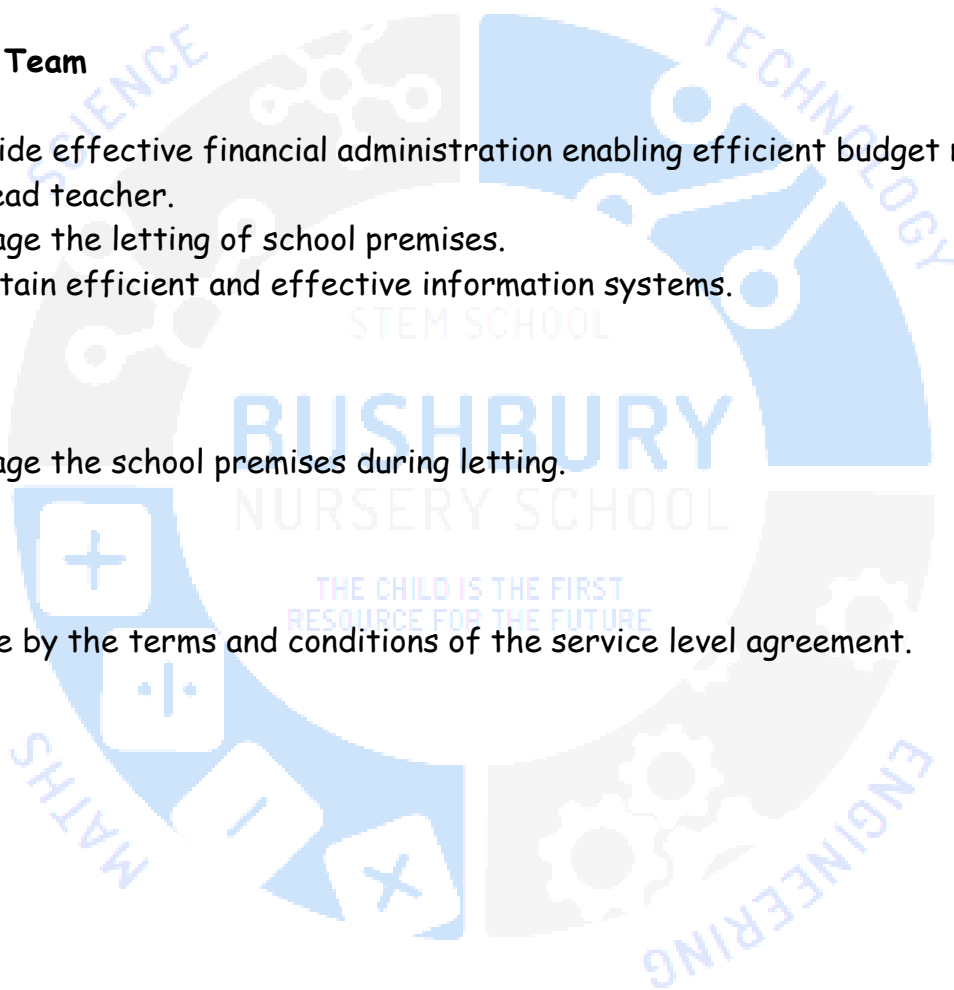
- Will provide effective financial administration enabling efficient budget management by the head teacher.
- Will manage the letting of school premises.
- Will maintain efficient and effective information systems.

### Caretaker

- Will manage the school premises during letting.

### Users

- Will abide by the terms and conditions of the service level agreement.



## PROCEDURES

### 1. Off site activities and visits

A voluntary contribution not exceeding the actual cost will be requested.

### 2. On site activities

A voluntary contribution not exceeding the actual cost may be requested. Parents may be asked to make a contribution towards replacing damaged or lost school property.

### 3. Childcare Provision

Childcare provision will be charged on a weekly basis. Fees will be determined by the finance and general purpose committee on behalf of the governing board.

### 4. Lateness

The following will be charged for consistent lateness above the free entitlement:

- A charge of 10 pence per minute ie 60 minutes late = £6.00

### 5. Letting of Premises

The annual charges are set on the basis of the local authority suggested rates. The conditions of hiring and booking are laid down in the service level agreement.

### 6. Charges for services

Details of charges for documents, publications, photocopying, distribution, telephone and fax facilities are available from the office and pricing determined annually by the finance and general purpose committee in line with the freedom of information act.

### 7. Arrangements for part or full remissions of charges

The governors may provide financial support from the school budget for those families unable to meet the full cost of voluntary contributions or charges on application to the head teacher. The finance and general purpose committee will be informed in general terms of the total provided for each activity.