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Next review:	December 2027
Approved by:	Governing Body
Responsibility of:	Jonelle Yeoman
Local Authority or School Policy:	LA



BROUGHAM STREET COMMUNITY NURSERY SCHOOL

CHARGING & REMISSIONS POLICY

This policy takes guidance from the DFE Policy – ‘Charging for School Activities’ which has been recently revised and Local Authority guidance on Nursery School lettings.

Sections 449-462 of the Education Act 1996 set out the law on charging for Nursery School activities in Nursery Schools maintained by local authorities in England. This guidance complements the information given in “A Guide to the Law for School Governors” (Chapter 23) and reflects the terms of the Education Act 1996.

This Policy will be reviewed on an annual basis Brougham Street Community Nursery School's Governing Body and will be adjusted in line with new Government or Local Authority recommendations. It sets out Brougham Street Community Nursery School's position on charges, remissions and lettings.

Voluntary Contributions and Responsibilities of Staff

Nothing in legislation prevents a Governing Body or Local Authority from asking for voluntary contributions that would benefit the Nursery School or any Nursery School activities and we will invite parents and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible.

If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. Staff organising a trip will make it clear to parents at the outset what their policy for allocating places on the visit will be.

The Governors believe that activities such as educational visits (or visitors) are an extension to, and an enrichment of the curriculum. They have adopted the LA Policy of Charging for Brougham Street Community Nursery School Activities, which allows the us to ask for contributions from parents to support these activities. The policy is reviewed annually.

Introduction

1. When organising Nursery School trips, visits or activities which enrich the curriculum and educational experience of the children, we may invite parents to contribute to the cost of the trip and any transport costs involved. If we do not receive sufficient contributions, we may cancel a trip. Parents have a right to know how each trip is funded. We can provide this information on request.
2. On admission parents sign a Terms and Conditions form (in the admissions folder) which outlines the conditions under which their place, including any place at Breakfast Club and Tea club or additional nursery sessions, is accepted. The Nursery School also offers a Breakfast Club which runs between 8am and 8.45am. The club is staffed by qualified Early Years Educators who are responsible for the children attending during the session. The children are offered a fresh selection of cereals, fruit and toast. Parents can use their funded hours and parents are charged at £7.00 in Baby room, £7.66 in Toddlers room and in Nursery School £8.30.

3. Brougham Street Community Nursery School also offers a Tea Club which runs between 3.15pm and 5.30pm Children will be offered a freshly cooked meal. Parents may use their funded hours to cover the cost of these sessions. The cost is £20.50 in Baby room, £23.90 in Toddler Room and £25.80 in Nursery School.
4. These charges are non-negotiable but are kept to a minimum. Brougham Street Community Nursery School does not aim to make a profit from lunch club, breakfast club or Tea club. The charges are intended purely to meet the food and staffing costs incurred by maintaining the correct adult ratio.
5. The following is a list of additional activities and resources provided by Brougham Street Community Nursery School, which may require contributions from parents. These activities are known as 'extras'. This list is not exhaustive:
 - Visiting specialist teachers/artists/authors/potters etc
 - Visiting theatre group performances
 - Trips

When making requests for contributions to Brougham Street Community Nursery School funds, parents will not be made to feel pressurised into paying. *Brougham Street Community Nursery School will ensure that direct debit or standing order mandates are not sent to parents when requesting contributions (as opposed to a charge where this is allowed by law).*

Charges and contributions should cover the anticipated costs. If contributions from an activity exceed the actual cost, Brougham Street Community Nursery School will refund surpluses.

Activities and Visits

Planned activities may be cancelled if financial support is not forthcoming. Parents will be asked to meet the full cost of optional extra activities that occur outside of normal Nursery School hours, where these activities are not a necessary part of the National Curriculum.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In 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;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Early Years

Nursery Charges for Additional Sessions over the funded 15/30 hours

All 3 and 4 year old children have an entitlement to 15 hours funded entitlement and this entitlement must always be completely free at the point of delivery. A parental agreement will be required in relation to the funded 15 hours provision.

In addition, from Summer term 2017, the extended 30 hours funding entitlement (i.e and additional 15 hours) is available to those parents who meet the statutory criteria. A parental agreement will be required in relation to this too.

Additional sessions over the 15/30 hours per week entitlement may be available but this is dependant upon the number of children who are attending for funded sessions and to whom priority will be given.

Invoicing and Payment Procedures

An invoice for the additional sessions will be sent to parents monthly. Brougham Street Community Nursery School will do its best to assist with payment arrangements basing individual requests on their own merit. #

Non Attendance or Cancellation

There will be no refunds for sessions that are not attended.

Un-planned Brougham Street Community Nursery School closure

In exceptional circumstances, where Nursery School has to close beyond our control, (i.e. Covid-19 or snow day closure) session fees will still remain.