



Westfield Nursery school Charging and Remissions Policy

Vision

At Westfield Nursery we aim to deliver against our vision 'Inspired beginnings; outstanding futures'.

Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

What documents have been consulted?

The policy has been informed by *A Guide to the Law for School Governors* and the DCSF guidance "*Planning and Funding Extended Schools*" and "*Charging for School Activities*" (2014).

Relationship to other school policies

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

Roles and Responsibilities of Headteacher, Other Staff and Governors

The headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the Early Years Foundation Stage Curriculum
- transport provided in connection with an educational trip

2. Activities for which charges may be made

Voluntary Payments

Voluntary payments will be sought for activities such as visits. However, payment will be genuinely voluntary and children shall not be excluded because their parents do not pay. Where necessary voluntary contributions shall be calculated to include subsidies for low income families and travel by accompanying staff. Where an activity is proposed, it shall be offered to a distinct group such as a class or year group not only those showing a willingness to pay. It may however be necessary to cancel an activity if insufficient payments are collected to cover the cost of the activity.

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission is Early Years Pupil Premium Funding.

Reviewed November 2017 To be reviewed Autumn 2018

Adopted by governors