



## Westfield Nursery School Charging and Remissions Policy

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This Policy complies with 'Charging for School Activities- Departmental advice for governing bodies, school leaders, school staff and local authorities' DfE (May 2018)

### 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.

### 1 General

1.1 Westfield Nursery School, subject to the limited exceptions referred to in this advice, will not charge for education provided during school hours.

1.2 The school will inform parents on low incomes and in receipt of the benefits listed at the end of this document of the support available to them when being asked for contributions towards the cost of school visits.

### 2 School Charging

2.1 The school cannot and will not charge for the following:

- an admission application;
- 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, or part of religious education;

The school **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- certain early years provision;
- community facilities

### 3 Optional Extras

3.1 Charges may be made for some activities that are known as 'optional extras.' Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not: a) part of the national curriculum; or b) part of 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 body have arranged for the pupil to be provided with education);

- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- 3.2 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;
  - the cost of buildings and accommodation;
  - 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

3.3 Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

3.4 Furthermore 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.

3.5 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

#### **4 Voluntary Contributions**

4.1 The school is **allowed** by law to ask for or voluntary contributions for the benefit of the school or any school activities. However, if any activity cannot be funded without voluntary contributions, the governing body or the Head teacher will make this clear to parents at the outset. The governing body or Head teacher will **always** make it clear to parents that there is no obligation to make any contribution.

4.2 **No** child will ever be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled. If a parent is unwilling or unable to pay, their child will still be given an equal chance to take part in the activity concerned.

#### **5 Transport**

The schools **will not** charge for:

- 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 body or local authority has arranged for pupils to be educated;
- transport provided in connection with an educational visit.

#### **6 Charging and Remissions Policies**

6.1 No charges will be made outside this charging policy.

6.2 There will be no remissions available outside those set out in this charging policy.

## **General Information and Definitions**

Education partly during school hours-Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge will only be made for the activity outside school hours if it is not part of the national curriculum, and not part of religious education. If 50 per cent or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50 per cent of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

Non-residential activities-If 50 per cent or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50 per cent of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

## **Early Years Pupil Premium**

Parents on low incomes and in receipt of the benefits listed below may find their child is entitled to Early Years Pupil Premium- this can benefit their child in supporting of activities

Eligibility criteria are that families need to meet one of the following criteria:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit
- they have been in local-authority care for 1 day or more in England or Wales
- they have been adopted from care in England or Wales
- they have left care under a special guardianship order or residence order in England or Wales

Parents/ Carers whose circumstances change should check if their child is eligible for this funding.

This charging and remissions policy describes how we will do our best to try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.