



2026

Charging and Remissions Policy (School Fund)

DOCUMENT STATUS

Produced By	Version	Date	Action
Sandy Lane Nursery and Forest School	1	Jan 2015	Review to be determined
		22.10.15	Adopted by the school's Personnel and Finance Committee
	2	08.02.22	Adopted by school's Resources Committee
	3	03.02.26	Adopted by school's Resources Committee

Legislation

- Education Act 1996, section 457
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI 2003/381
- The School Information (England) Regulations 2008 (as amended)
- Also see: school charging advice

Approval

Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher

Review Frequency

Governing body free to determine

Amendments

v2

- Includes reference to carers; and reasons for additional charges

v3

- More specific information regarding the use of donations (highlighted in yellow)

CHARGING POLICY

Sandy Lane Nursery and Forest School is committed to providing the highest quality educational experiences for children. Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

All children are entitled to five sessions per week at the nursery, each of three hours' duration, completely free of charge. The school does however ask parents and carers for a voluntary termly donation to contribute to some of its activities. All children have equal access whether parents and carers have chosen to make a donation or not. The nursery school offers additional sessions to parents and carers. A charge is made for these. This policy explains how these voluntary contributions and charges apply.

1. Introduction

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the Early Years Foundation Stage Curriculum within the standard nursery session.

2. Voluntary Contributions

- 2.1 When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school sometimes invites parents to contribute to the cost of the trip if surplus school funds are not available. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others.
- 2.2 If a parent/carer wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded. The school provides this information on request.
- 2.3 The following is a list of additional activities organised by the school, which are funded through the half termly voluntary contributions of parents/carers to the school fund: children's daily snack, resources used for cooking activities, food and resources/decorations to celebrate a variety of cultural events, birthday and Christmas gifts to enhance these celebrations. Any money remaining from donations at the end of the year is used during the school's annual Sandy Lane Festival. Depending on the amount available, this may be the purchase of a small gift for each child, hire of a bouncy castle or possibly an entertainer.

3. Additional session charges

- 3.1 The nursery school offers extended sessions in addition to a child's free nursery entitlement. These services, including wrap around care, are primarily intended to support families who need their child to be cared for in nursery for longer than the standard nursery session.
- 3.2 All additional sessions are chargeable; the current charges payable are available from the office and are also published on our school website, along with the contract form which details the terms and conditions, including procedures which will be invoked in the event of non-payment of the service.
- 3.3 Depending on the circumstances, the school reserves the right to make an additional charge to parents/carers who are frequently late to collect their child at the end of the session. Charges will be based on 5-minute intervals and is in line with our Uncollected Child Policy.

4. Breakages

- 4.1 The governors may ask parents/carers to pay for damage to property or school equipment where this has resulted from child's social behavior. Parents may be requested on occasions to pay a nominal amount for books or resources that are lost or damaged accidentally. Each incident will be dealt with on its own merit and at their discretion.

Procedure for Controlling the School Fund

- 1 The headteacher will ensure that voluntary/school funds are accounted for separately from the school's delegated budget and are held in a separate bank account.
- 2 The governing body will ensure that the School Business Officer is appointed to oversee the funds. The governing body would normally expect this to be a school administrative officer.
- 3 The governing body will appoint an auditor who is independent of the school. The auditor will not be a member of the governing body.
- 4 The headteacher will ensure that the same standards of financial accounting which apply to income and expenditure for the school's delegated budget are applied to the voluntary/school funds.
- 5 The headteacher will present the findings of the audit in the form of a written report on the accounts to the governing body as soon as possible after the end of the accounting year.
- 6 The headteacher will ensure that every transaction drawn against the school fund bank account is signed by two signatories authorised by the governing body.
- 7 Any voluntary/school fund income shall be paid into the relevant bank account at least once a month.
- 8 Receipts will not be issued for any donations or income entering voluntary funds. This is because all money received is as a result of fundraising donations
- 9 All expenditure is authorized by the headteacher.
- 10 The headteacher will ensure that regular reconciliations between the accounting records and bank statements are undertaken and independently reviewed by the auditor.