



Charging & Remissions Policy

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Charging and Remissions Policy

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.

1. Education during school hours

Any activity required specifically by the curriculum, or to fulfil a statutory duty cannot be charged for. Voluntary contributions towards the cost of the activity may be invited. A child will not be excluded from taking part in an activity because his/her parents / carers are unwilling or unable to pay. However, the school reserves the right to cancel the activity if insufficient funds are available.

In certain circumstances, the provision of a trip in school time may be entrusted to a 'third party', for example, a tour operator. The school will be responsible for advising parents on the adequacy of the arrangements made by the third party to secure the safety and welfare of the children. In these cases, a charge can be levied directly on the parents by the third party.

2. Snack

We offer a small healthy snack during each session. To cover the cost of providing these consumables, a voluntary contribution is requested from parents and carers. In line with Department for Education (DfE) statutory guidance, this charge is entirely voluntary, and parents/carers have the right to opt out of paying. Children whose parents choose not to pay the voluntary snack contribution will not be treated differently, nor will they be denied a snack or access to any part of the nursery session.

Parents who choose to opt out of the voluntary contribution are fully entitled to supply a healthy piece of fruit or equivalent healthy snack from home for their child instead, in accordance with the Federation's healthy eating guidelines.

3. Breakages and Damages

The Governing Body is entitled to require parents to pay for the cost of damage caused by their and/or the pupil's intentional or negligent behaviour (e.g. breakage of a window, damage to furniture). This also applies to school resources that are lost, damaged or defaced resources.

4. Remissions are payments made by the school to meet the cost of the charges where parents of the child are subject to financial hardship. Remissions are made to try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities offered by the school. The Governing Body determines the specific criteria used to evaluate family entitlement to remissions. In

addition to individual hardship cases, remissions for voluntary contributions are automatically offered to parents/carers who have more than one child currently attending the Federation simultaneously.

5. Additional considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible, we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We support parents who wish to pay for trips and activities in instalments
- When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the operational date of the trip

6. Additional sessions

Aspiring Foundations Federated Nursery Schools offer the facility for parents to purchase additional nursery sessions or top-up sessions in addition to their child's government-funded 15 or 30 hours. Taking up these additional paid hours is completely optional and is never a condition for securing or accessing a funded early years place. Our government-funded places are intended to deliver free, high-quality early education, and are completely free at the point of delivery.

Where parents choose to purchase additional hours, these places are offered on a termly basis dependent on availability. Parents/carers are offered the choice of purchasing regular or ad-hoc sessions and are required to complete and sign a contract which outlines the current charges.

Payment is requested prior to the session taking place. All charges are agreed by the Resources Committee and reviewed yearly in the summer term prior to the new academic year. The Federation retains the right to stop additional sessions if payment is not made. All income received is paid into the school budget. As staffing is required for these sessions, we ask that once the sessions are arranged that payments are made, even if the child does not attend (please also see Admissions Policy).

Version Control and Change History

Version Control	Date Released	Review Date	Amendment
8	October 24	June 2025	Removal of transition sessions to children who are 3 as 2-year-old provision now in place.
9	June 2026	June 2027	Policy rewritten to ensure compliance with DfE, EYFS, and Ofsted requirements regarding voluntary snack contributions

			and the optional nature of top-up hours. Numbering errors corrected.