



**OLD CHURCH**  
Nursery School



# **Charging, Remissions and Recoupment Policy**

September 2020

To be reviewed : September 2021

Signed:

## Charging, Remissions and Recoupment Policy

The Governing Body reserves the right to review the Charging, Remissions and Recoupment Policy at any time, particularly in the current uncertain financial future.

### PART A – PUPILS DURING THE SCHOOL DAY AND TERM TIME

The Governing Body's policy on charging for activities will aim to ensure that no child is excluded from an activity because of an inability or unwillingness to pay on the part of the parent or carer. Those activities for which a charge may be made are governed by the Education Reform Act 1988 and laid down in the DFE Circular 2/89.

Education wholly or mainly within school hours will be provided free of charge.

If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability of willingness to pay on behalf of the parent or carer. A charge may be made for activities which take place partly or wholly outside school hours. Out of school activities will be organised to supplement and support formal learning in curriculum areas and to provide further experiences to enable children to develop their full potential.

#### **Optional Extras**

The school cannot require a pupil, parent or carer to pay for books and materials for use in connection with education provided within school hours. Parents or carers may be invited to provide or buy particular items on a voluntary basis e.g. book bags, cooking ingredients and packed lunch for trips etc. but if unable or unwilling to comply no child will be disadvantaged.

### **Day Educational Visits**

Parents and carers may be asked for a voluntary contribution towards the cost of day visits arranged for individual classes only if the school has insufficient funds to meet the cost. However, no child will be prevented from taking part in the outing because parents are unwilling or unable to pay. But it may happen that without sufficient contributions the activity may have to be cancelled. This will be made clear to parents in the letter advising details of the activity.

### **Educational Theatre Visits**

Parents and carers may be asked for a voluntary contribution towards the cost of theatre visits and similar activities arranged for individual classes only if the school has insufficient funds to meet the cost. However, no child will be prevented from taking part in the outing because parents are unwilling or unable to pay. But it may happen that without sufficient contributions the activity may have to be cancelled. This will be made clear to parents in the letter advising details of the activity.

### **Ingredients and Materials for Practical Subjects**

Normally all ingredients and materials will be provided by the School. However, in cases where a child wishes to retain the finished product, a small charge can be made.

### **Damage or Loss of Equipment**

A charge may be made for damage or loss caused by a pupil. This will be at the discretion of the Head Teacher.

## **PART B - BEFORE AND AFTER SCHOOL CLUBS AND EXTENDED SCHOOL ACTIVITIES**

Parents and carers may be asked for a contribution towards before and after school activities which are not a part of the provision of the normal curriculum.

Parents and carers may be asked to pay a charge for their child to attend a before or after school club.

The Head Teacher is responsible for determining the scale of charges for extended school activities and for keeping such charges under review from time to time.

The level of charges should only be sufficient to cover the cost of the provision of the activities and should not result in a surplus for which there is no purpose or from which the children or adults will not benefit.

The current charges applying for before and after school clubs are as follows:

Breakfast Club	£4.00 per day
After School club	£4.50 per day

## LETTINGS AND USERS OF THE PREMISES

The Governing Body has established and approved a policy for Lettings Regulations and Conditions of Hire and Use.

The current charges from September 2017 are:

Hire of a room in the School from £100 depending on the length of the session.

Educational visits to Old Church Nursery School by other schools and settings outside of Tower Hamlets will be charged a fee of £50 per person and up to a total cost of £1000 for a school visit.

## PART C – RECOUPMENT OF COSTS

The Governing Body will ensure that all costs that should be recouped are received.

Examples would include tuition costs of pupils where another local authority is responsible for the cost of the child's education etc.

Other costs to be recouped include staff meals, staff telephone calls etc.

From January 2019 we will be using "Parent Pay" to collect all monies and will no longer be handling cash.

October 2019