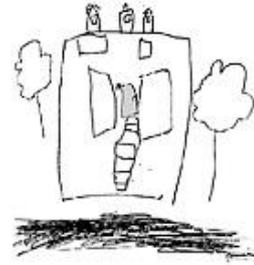


LONDON BOROUGH OF BARNET  
**MOSS HALL NURSERY SCHOOL**  
189, NETHER STREET, LONDON N3 1NR  
TELEPHONE 020 8445 2518  
HEAD TEACHER: Annette Long B.Ed MA  
E-mail: [office@mosshallnursery.barnetmail.net](mailto:office@mosshallnursery.barnetmail.net)



# Charging and Remissions Policy

## Contents:

### [Statement of intent](#)

1. [Legal framework](#)
2. [Charging for education](#)
3. [Optional extras](#)
4. [Voluntary contributions](#)
5. [Damaged or lost items](#)
6. [Remissions](#)
7. [Monitoring and review](#)

## Statement of intent

Moss Hall Nursery School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Signed by:

\_\_\_\_\_ **Headteacher**

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors

Date: \_\_\_\_\_

## 1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

## 2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.

2.2. We may charge parents for the following:

- Optional extras

### **3. Optional extras**

- 3.1. We may charge parents for the following optional extras:
  - Extended day services offered to pupils ( breakfast, lunch and tea clubs)
- 3.2. When calculating the cost of optional extras, the school will only take into account the following:
  - Materials, or equipment provided in relation to the optional extra
  - The cost of buildings and accommodation
  - The employment of non-teaching staff
  - The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- 3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils
- 3.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

### **4. Voluntary contributions**

- 4.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- 4.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 4.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

### **5. Damaged or lost items**

- 5.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

## **6. Remissions**

- 6.1. We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.
- 6.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:
- Universal Credit
  - Income Support
  - Income Based Jobseekers Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance
- 6.3. To request assistance, parents should contact the Headteacher.

## **7. Monitoring and review**

- 7.1. This policy will be reviewed annually by the governing body, a committee of the governing body, an individual governor or the headteacher.