



Sandy Lane Nursery and Forest School
"Nurturing curiosity and inspiring imagination"

Charging and Remissions Policy (School Fund)

DOCUMENT STATUS

Produced By	Version	Date	Action
Sandy Lane Nursery and Forest School	Updated	January 2015	Review to be determined
Sandy Lane Nursery and Forest School	Updated	22.10.15	For adoption by the school's Personnel and Finance 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.

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, free of charge. However, it is recognised that occasionally the quality and range of learning opportunities can be enhanced by extra activities. There are times when the nursery asks for contributions from parents and carers to enable these opportunities to take place. In addition, the nursery provides "snack" foods and cooking and baking activities for children. A regular contribution is requested from parents and carers to support these. The nursery school offers additional sessions to parents and carers. A charge is made for these. This policy explains how these 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 have not paid any contribution. We do not treat these children differently from any others.
- 2.2 If a parent 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 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 to the school fund: ZooLab, Diwali dance, WellyBobs, Activate.
- 2.4 Snack, including food items which involve the children's participation in baking or cooking, is provided for the children and parents/carers are asked for a half termly voluntary contribution. If there are sufficient contributions remaining

once snack food has been purchased, the fund may be used to enhance provision in the nursery with responses to topics of interest such as bulbs for planting, ingredients for making Playdough or items for short-term interactive displays, or even activities from professionals such as dance instructors.

3. Additional session charges

- 3.1 The nursery school offers additional sessions in addition to a child's free nursery entitlement. These services 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 and the current charges payable are available from the office, 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.

4. Breakages

- 4.1 The governors may ask parents to pay for damage to property or school equipment where this has resulted from child's social behaviour. 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 a treasurer 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 audited accounts, the auditor's certificate and 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 cheque drawn against the school fund bank account is signed by two signatories authorized 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 always be issued for any donations or income entering voluntary funds.
- 9 All expenditure is authorized by the headteacher.
- 10 All income collected by admin staff in respect of snack, trip money, etc, should be receipted or otherwise recorded (eg, on a class list) on receipt. These records should be retained for an appropriate time.
- 11 The headteacher will ensure that regular reconciliations between the accounting records and bank statements are undertaken and independently reviewed by the auditor.