

Sandown Primary School and Nursery Charging and Remissions Policy



Policy Contact Person	Mr Charlie Lindsay
Review Frequency	Annually
Signed by Approver	
Date Agreed/Signed	April 2025
Next Review Date	April 2026
Signed original stored in Business Manager's Office	

Overview

The purpose of this Charging and Remissions Policy is to ensure full and free access to a broad, balanced curriculum, and to ensure that no pupil is excluded from a curriculum essential trip or activity because of financial hardship. The policy also identifies areas of activity where a charge may be made.

This policy complies with Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England.

The school will not charge for:

- an admission application
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

The school may charge in full or part in respect of the following circumstances:

- any materials, books, instruments, or equipment, where the child's parent/carer wishes them to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see below);
- certain early years provision
- Community Facilities

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the

- examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

The charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, where the tuition is provided at the request of the pupil's parent. Charges will only be made when the tuition is not an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Transport

Schools cannot charge for:

- transporting registered pupils to or from the school premises, where the Local Education Authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or Local Authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious

education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential visits

The school will charge for the cost of board and lodging during a residential school trip, the charge will not exceed the actual cost.

After School Clubs

The school offers a variety of after school clubs and a programme is issued every other term with applicable charges. We also offer additional clubs run and organised by staff who are not members of school staff. We make a charge for these sessions.

Breakfast Club

The school operates a Breakfast Club for children from Foundation Stage to Year 6. This is run by school staff and is open from 7.35am – 8.45am. There is a charge of £3.00 per session, £12.00 per week, which covers the cost of the food and staffing.

Teatime Club

We offer an after-school club, between 3.20 pm - 5.30 pm, run and organised by school staff. The charges for this are:

- Session 1 - 4.15 pm - 5.30 pm = £ 5.00
- full session - 3.20 pm - 5.30 pm = £ 10.00

Voluntary contributions

Parents and Carers can be asked for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally

The contribution will be explicitly voluntary and pupils whose parents/carers do not contribute will not be discriminated against or excluded. Where there are not enough

voluntary contributions to make the activity possible and there is no alternative method to make up the shortfall then the school would have to cancel the activity/visit. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

Damage/Loss to Property

A charge may be levied in respect of wilful damage, neglect or loss of school property (or third-party property, where the cost has been recharged to the school), the charge to be the cost of replacement or repair, or such lower cost as the Head or Business Manager may decide.

Nursery Charging Policy

It is our aim to provide affordable, high quality and sustainable childcare, which is accessible to all.

Sandown school is registered with Ofsted and manages the nursery accounts. The nursery is expected to balance their budget at the year end with income matching expenditure.

Rates:

Sandown Primary school sets the fee structure for the nursery and is responsible for collecting all income. The current fee levels starting on 30th October 2017 are shown below:

Age Group	2-3 Years	3-5 Years
Hourly Rate	£5.00	£5.00

There will be an annual price review of the pricing structure each year and at least one month's written notice will be given for any planned fee increase.

1. Charging

- 1.1 Invoices for your child's place at this nursery will be issued monthly in advance at the end of each calendar month (e.g., invoices for June nursery fees will be issued at the end of May).
- 1.2 Fees are payable monthly in advance.
- 1.3 An additional charge of £10.00 due to late collections will be issued and will be payable prior to your child's next session.
- 1.4 Any additional sessions must be paid for in advance prior to your child accessing the session or admission will not be permitted.
- 1.5 If you are struggling to make your monthly payments, please ensure you talk to the nursery manager before you incur any debt.

- 1.6 Any accounts that are in arrears and remain unpaid will be passed to East Sussex County Council Legal Services for recovery.
- 1.7 Failure to pay fees or late collection charges will result in your child being refused entry for those sessions which are not funded by EYEE and potentially losing your child's place at the Nursery.
- 1.8 There will be an annual price review of the pricing structure on the 1st January each year although any increase may be deferred to a later date. At least one month's written notice will be given for any planned fee increase.
- 1.9 There will be an additional charge of £2.50 between 2.45 and 3.15 on a full day session if you are already in receipt of your full funded hours. Parents will be given the option to opt out of this additional £2.50 charge by selecting the option to finish at 2.45 when completing and signing their child's nursery contract prior to their child starting at the setting.

2. Holidays

- 2.1 The setting will be closed on all statutory Public Bank Holidays.
- 2.2 Any holidays taken during term time will be charged at the normal rate.

3. Sickness

- 3.1 Children that are unwell should not attend the setting. Parents/carers are asked to telephone or advise the school/nursery using class dojo or by telephone on the first day of any absence and on each day thereafter. Absences are only authorised when notified by the parent/carer by telephone or in writing. The nursery will, on occasion, visit the home if a child is not at nursery and we are unable to contact them. School/ nursery staff will visit the property in pairs and if there is no response, a note will be left at the property advising of our visit and asking the parent / carer to contact the nursery. This is in line with the school/ nursery attendance policy. In the interest of other children and staff it may be necessary to exclude children that have or are thought to have a contagious illness. All cases are considered on an individual basis by the nursery manager, although it may be necessary for the setting to request written confirmation from the child's doctor. I understand that if my child is consistently absent from nursery without good reason, they may lose their place at the setting.
- 3.2 Full fees are payable during periods of illness.
- 3.3 If a child requires urgent medical treatment and neither the family nor the emergency contact can be contacted, permission is given for any necessary medical treatment to be carried out by a qualified medical practitioner.

4. Attendance

Children being absent from early years settings repeatedly, or for prolonged periods of time, may be a vital warning sign for a range of safeguarding issues. There have been incidents where serious harm to a child may have been prevented if an absence from their early years setting had been reported to social services and/or the police.

4.1 The nursery has a legal duty to follow up any unexplained or unreported absences in line with the Early Years Statutory framework which aligns with what is expected in schools and help keep children and their families safe. We also endeavour to help parents and carers understand the expectations on them to report their child's absence and the correct procedures to follow as outlined in point 3.

4.2 If we are claiming funding for your child and your child is regularly not attending their sessions, we will speak to you about how we can help. For example, rearranging the hours and days required. We must tell the Early Years Funding team about any absence over two weeks, or consistent absence throughout a funding period. If we do not, we could lose our funding and you will be invoiced for this. Failure to make payment will result in your child losing their place at the setting.

5. Emergency Closures

5.1 In the event of an unplanned emergency closure a credit will be applied to the next month's invoice.

6. Notice

5.1 Four weeks written notice is required for children leaving the setting, or a full terms notice is required to change your child's sessions. If for any reason this period of notice is not given, four weeks money is payable in lieu of notice. The Nursery Manager/ Head Teacher reserves the right to amend the four weeks' notice period in exceptional circumstances.

Funded Sessions

Please see our Childcare Offer.

30 hours free childcare is also available for working parents who meet eligibility criteria. To check if you would be eligible, please use the government calculator which can be found at: <https://www.gov.uk/childcare-calculator> or [Homepage | Childcare Choices](#)

You can also find out about the governments tax free childcare scheme at: <https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>

Policy Review

This policy will be reviewed annually.

Funded childcare offer

Statement of Intent:

To enable eligible working families to access the 30 hours funded childcare offer within the nursery.

Policy Aims:

- To ensure that families accessing the Nursery have an awareness of the funded childcare they may be eligible for:
- To ensure that the Nursery offer funded spaces for those children who are eligible for 15 hours (Disadvantaged 2-Year-Olds, 2-year-olds of eligible working parents and universally funded 3- and 4-year-olds), 30 hours (Eligible 3–4-Year-olds of working parents. This will include 2-year-olds from September 2025)
- To ensure that eligible families of 3- and 4-year-olds accessing the 30 hours funded childcare and eligible families of 2-year-olds accessing the 15 hours funded childcare (30 hours from September 2025) are aware that they must re-confirm their working status and financial circumstances every three months by login into their personal Government gateway account.

Procedure:

- All families who have a setting visit and are looking for a space will be notified of the funding they could be entitled to and how to access this information
- All existing families will have information given to them regarding funded childcare they could be entitled to and how to access this information
- Families are notified of the time periods in which they need to register for funded childcare

Funded childcare offers:

- From the term after the child's 3rd birthday, every child is eligible for Early Years Education Entitlement (15 free funded hours).
- The Nursery offers 30 hours funded childcare to eligible working families of 3- and 4-year-olds from the term after their 3rd birthday.
- The Nursery offers 15 hours funded childcare to eligible working families of 2-year-olds from the term after their 2nd birthday.
- 15 hours funding is also available for children from the term after their 2nd birthday provided certain criterion has been met.
- There will be an additional charge of £2.50 between 2.45 and 3.15 on a full day session if parents are already in receipt of your full funded hours. Parents may request to opt out of this and collect their child at the end of a full day at 2.45. This option will be made available to all parents when completing and signing the nursery contract before their child starts at the setting.

We endeavour to work with families as flexibly as possible.