

# Ann Bernadt and Nell Gwynn Federated Nursery Schools

## Ann Bernadt Nursery School

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Gregory Doey, Interim Executive Head Teacher

## Charging and Remission Policy

### Striving for Excellence

#### INTRODUCTION

In accordance with the Department for Education, 'Charging for School Activities Guidance', the school is required to determine the charging and remissions policies required to address Sections 449-462 of the Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

(Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

#### 1. GENERAL PRINCIPLE

The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- Required for the National Curriculum but out of school hours
- For statutory religious education

However there are exceptions where the school can make charges.

#### 2. EXCEPTIONS

Charges **are** permitted under the Act to meet the costs of the following:

- Non educational trips
- Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination
- Materials/ingredients required to produce a finished product made in school (e.g. in art, design, food or technology lessons), where parents have agreed in advance that the finished article should be owned by the parent/carer or the pupil

- Voluntary optional extras provided outside of school hours (or mainly outside school hours)
- In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per child incurred.

### **3. Voluntary Contributions**

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per child incurred. No individual child will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However the visit or activity may have to be cancelled if insufficient contributions are received.

### **4. PAYMENT OF TOP UP FEES FOR THE NURSERY/TWO YEAR OLD PROVISION (Additional Hours over 15 hours)**

#### **a. FIRST PAYMENT OF TOP UP FEES**

- b. Before the child's actual start date fees are to be paid to the end of the current month or term.

#### **c. ON-GOING PAYMENT OF FEES/AD-HOC PAYMENTS**

- d. All subsequent payments of fees MUST be paid monthly/termly in advance. Payment must be made to the Nursery by standing order. The relevant forms must be completed and submitted to the Nursery and this is a condition of the placement offer.

**There is a separate TOP UP Policy**

### **5. OTHER CHARGES**

Photocopying and/or printing which is not required by a member of staff may be charged for.

### **6. REFUNDS**

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond control.
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### **7. SUPPORT FUND**

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents on eligible benefits will be considered and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters.

Eligible benefits include:

- Income Support.
- Job Seekers Allowance (Income Based).

- Child Tax Credit, but are not entitled to Working Tax Credit and your annual income (as assessed by the Inland Revenue).
- Support under part VI of the Immigration & Asylum Act 1999.
- The 'Guaranteed Element' of Pension Credit.

Where a parent does not receive an eligible benefit the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

## **8. BREAKAGES**

In cases of wilful or malicious damage to equipment or breakages, or loss of school equipment on loan, the Executive Head in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

