

## Charging and Remissions Policy

### 1. Aims

Cambridge Nursery Federation aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

### 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

### 3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

### 4. Roles and responsibilities

#### 4.1 The governing body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing body also has overall responsibility for monitoring the implementation of this policy.

#### 4.2 The headteacher

The headteacher is responsible for monitoring the implementation of this policy and that it is being applied consistently.

#### 4.3 Staff

Our staff are responsible for:

- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

#### 4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### 5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

#### 5.1 Education

- Admission applications

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

## 5.2 Transport

- Transport provided in connection with an educational visit

## 6. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, Cambridge Nursery Federation is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which Cambridge Nursery Federation may ask parents for voluntary contributions include:

Woodland Adventures trips & other Educational visits.

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.** If Cambridge Nursery Federation is unable to raise enough funds for an activity or visit then it will be cancelled.

## 7. Activities this school charges for

Cambridge Nursery Federation will charge for the following activities:

Breakfast Club, lunches & after-school clubs and any additional time that the child attends the nursery schools over his/her free nursery education hours entitlement.

Community facilities – Cambridge Nursery Federation may charge for the use of its facilities by the local community and may generate a profit from this which will be spent on the purposes of the nursery schools and/or on community facilities.

## 8. Remissions

In some circumstances Cambridge Nursery Federation may not charge for items or activities set out in section 7 of this policy. This will be at the discretion of the headteacher and will depend on the activity in question.

The Cambridge Nursery Federation Governing Body is committed to promoting quality and diversity, providing an inclusive and supportive environment for all. We are committed to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken within the Federation.

The Governing Body is committed to safeguarding and promoting the welfare of children. We expect and require all members of the school community to share this commitment.

Date: January 2020

Review: as required