

**The Sue Hedley Nursery School**



**Charging Policy**

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| Author | Ashley Honey/Amy Hindes |
| Approval | Head teacher/Governing body |
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**CHARGING POLICY**

**Introduction**

This policy has been formulated in accordance with guidance from the Department for Education, Schools and Families.

**Aim**

The aim of this policy is to set out what charges will be levied for various activities and services and the circumstances under which voluntary contributions will be requested from parents.

**Responsibilities**

The Governing Body is responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head Teacher and Finance Sub Committee. The Head Teacher will have the delegated authority to determine whether any activities will continue if insufficient voluntary contributions are received.

**Charges**

Prohibition of Charges:

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by the local authorities in England and the information is given in “A Guide to the Law for School Governors” (Chapter 23).

The Governors of the Sue Hedley Nursery School recognise that the legislation prohibits charges relating to the following:

* An admission application to the maintained nursery.
* 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 curriculum.

**Charges that may be made**

The nursery school may charge for any materials, books, instruments or equipment where the child’s parent wishes him / her to own them.

**Voluntary Contributions**

The nursery school will first decide the benefits from the planned activity but will not charge for activities taking place in school time. If an activity cannot take place without some help from parents it will be explained to them at the planning stage.

Parents and others may be invited to make voluntary contributions. However, requests for contributions will make it clear to parents and others that they are voluntary and that no child will be treated differently where a contribution is not received. The total of voluntary contributions should not exceed the cost of the planned activity and profit should not be made.

Where there are not enough voluntary contributions to make an activity possible, and the nursery school cannot make up the shortfall in costs, the activity must be cancelled. The Head Teacher has the delegated authority to determine whether any such activity will continue. Fundraising will be encouraged, led by the volunteers of the Nursery School, to subsidise activities ensuring costs to families are kept to a minimum.

**Non Curricular Events**

Parents, carers and children will be invited to take part in annual non curricular trips where the cost of transport and venue entrance fees will be calculated and split evenly across the number of tickets available. No profit will be made from these events. If funds are available part of the cost for these trips may be paid through private funds.