



BROOK INFANT SCHOOL.
AND NURSERY

CHARGING AND REMISSION POLICY

Purpose of the Policy

This policy aims to clearly identify the activities for which charges will be made and for those activities which remissions are made.

At Brook Infant School and Nursery, we aim to provide all children with a rich and diverse curriculum. In order to do this, the school offers children opportunities and experiences outside of the school classroom and beyond the national curriculum entitlement. These opportunities and experiences have always been well supported by parents and staff and Governors are grateful for the enrichment that this offers to our children

Voluntary Contributions

Brook Infant School and Nursery follows the West Sussex policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in May 2018:

<https://www.gov.uk/government/publications/charging-for-school-activities>

This guidance states that:

- no compulsory charge will be made for any activity which takes place during school hours.
- any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against.

However, parents should be aware that when there are not enough voluntary contributions to make the activity possible, the activity may be cancelled.

Arrangements

All letters regarding contributions for school activities will make it clear that these are voluntary. If parents are struggling financially then they will be invited to talk to the Headteacher who will come to an agreed arrangement. No child will be discriminated against or excluded, if payment cannot be made.

It is the parent's responsibility to inform the school that they are unable to make the voluntary payment. Parents who do not make a payment and do not inform the school will be contacted to establish the reason for no payment.

Residential Trips

Due to the age of children at Brook Infant School and Nursery, children are not taken on any residential trips.

Charging Policy:

- Brook Infant School provides a Breakfast and After School Club, please refer to Terms and Conditions on our website for charges. All sessions attended are chargeable. Hot meals and walking bus are chargeable.
- All children aged three and four are entitled to fifteen free hours of nursery education per week, for 38 weeks per year.
- Children who are 2 years old may qualify for Local Authority 15 hour funding depending of which benefits they receive.
- Some parents may be entitled to 30 hours via the working parents funded hours, providing they meet set criteria. This is a Government initiative for families where both parents are working (or the sole parent is working in a lone-parent family) and each parent earns the equivalent of 16 hours a week at the national minimum or living wage but less than £100,000 a year. The extended entitlement may also be available where one parent is employed and one parent families.
- Eligibility is checked via the best start in life website. <https://beststartinlife.gov.uk/eligibility-checker/>
- Brook Infant Nursery will charge for all additional hours attended outside the free entitlement hours claimed.
- Brook Infant Nursery give parents a choice to pay for hot meals.
- The costs (full or partial at the schools discretion) of breakages caused deliberately by students. A charge will not be made for accidental damage.

Remission Policy:

- Children who are eligible for pupil premium may be entitled to the remission of voluntary contributions for extra curriculum activities.
- It is at the schools discretion, if parents are offered free sessions in Breakfast and After School Club and this will depend on family circumstances.

| | |
|--|--|
| Reviewed and Adopted: | 23rd November 2022. Reviewed Sep 25. Updated Mar 26 |
| Frequency of Review: | Annually |
| Committee Responsible for Review: | FGB |
| Date of Next Review: | Autumn 2026 |