

# Charging Policy



## Alumwell Nursery School

Our vision is to develop happy, confident and secure learners in a safe and stimulating environment where all children thrive through working in partnership with parents and our local community.

This policy adheres to Equality Duty Legislation published in May 2014

# Alumwell Nursery School

Charging for activities, materials etc. will be in line with LA guidelines appended with the following statements added:

We feel that educational visits are an essential part of the learning process. Some children's first hand experiences are limited and it is our role to provide a broad and balanced education. All visits will enhance children's experience of their environment and be linked to the school's curriculum.

Alumwell Nursery School can use its discretion to charge for educational visits during school hours. All children must be given the opportunity to participate in such activities regardless of their parents' ability or willingness to meet the cost. For some visits payments can be made in instalments.

## **Visits as part of the curriculum**

The school's budget and school fund cannot meet the cost of all our visits. We often find it necessary to ask parents for a voluntary contribution towards the cost of the visit.

The voluntary contribution may include elements for: -

- a) Cost of transport
- b) Entrance fees (Museums, theatres etc.)/Insurance cost
- c) Insurance Costs.
- d) Curriculum visitors e.g. artist /animal man
- e) Parties food donations/celebrations

## **Materials in School**

Children will not be charged for materials essential to delivering the early year's curriculum. However, we do ask for a voluntary contribution of £1.00 per week for school fund to help towards the cost of extra curriculum, enrichment activities such as snacks, party materials and parent's sessions or celebration events.

In addition a voluntary contribution is invited weekly for School Fund to cover the cost of fruit, cooking ingredients, party food, Christmas gifts etc.,

## **Lost or Damaged Items**

Parents may be asked to pay a contribution to replace lost/damaged books/learning resources.

In exceptional circumstances some charges may not be made and Pupil Premium will be used.

**Extended Services**

Further charges are made by the Governing Body to cover Extended Services i.e. Alumwellies fees. The charges for Extended School's facilities are overseen by the Governing Body and reviewed annually. A charge is made for children who access 30 hour provision this is to cover provision during the lunch period. These children actually access 32.5 hours provision. The costs are publicised in the school prospectus annually.

Governors of Alumwell Nursery School have determined the charges for private use of school facilities by members of staff e.g. private telephone calls and reprographics; private calls 10p (local) per minute, 50p (national) per minute, reprographics 10p per sheet. However, staff should refrain from making private phone calls unless absolutely necessary. Staff will need to get permission from headteacher.

Charge for photocopy information for parents/ carers as part of freedom of information. See freedom of information policy.

Accounts for school fund are audited annually and reported to governors

Parents are invited to donate to national charities through school, these monies are checked and signed off by 2 members of staff.

**Payments for the above services can be made to the school to the school office.**

Chair of Governors signature: .....

Date approved by governors: .....