



NEWBOLD SCHOOL

CHARGING AND REMISSIONS POLICY

for Foundation 1 class pupils (pre-school) on Government funded hours.

Financial Reclamation Policy

Reviewed June 2025 by Mrs J Crissey & Mrs Jennings

Ratified: Summer Term, 2025 by Newbold School Board of Governors.

Next Review: Autumn Term 2027

1. Aims

Our school 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 and will not be made

Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) and complies with our provider agreement (from Bracknell Forest Local Authority) and our parent organisation's constitution.

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 Board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to an individual governor or the headteacher/Early Years Manager.

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

4.2 Headteacher and Early Years Manager

The headteacher/Early Years manager is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Early Years Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently

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

The school will provide Early Years staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff, school secretary, Early Years manager 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 we **cannot** charge for:

5.1 Education/Attendance covered under funded hours

Our setting offers education for children from the age of 3 years old. We offer the universal 15-hour entitlement for parents of 3 and 4 year-olds which is available to every family. We also offer the eligible working parent entitlement once the child turns 3 years old, provided

those parents meet the specific criteria. Information on this can be found at the following address: <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>

There are no compulsory charges for the Early Years funded entitlement. Families can select a minimum of 4 sessions to attend up to full-time. Every half term, families have an opportunity to change their child's attendance sessions/hours (before the deadline date).

Morning sessions are from 8.45am - 12.10pm which totals 3 hours and 25 minutes a session. 4 sessions totals = 13 hours and 40 minutes.

Afternoon sessions are from 1pm - 3.30pm.

Children can also use their funded hours to attend during the lunch hour on the days they choose (from 12.10pm until 1.10pm).

A whole day attendance is from 8.45am - 3.30pm (6 hours, 45 minutes).

We do not charge an administration fee.

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Hours beyond the funded hours.

We charge an hourly rate for attendance hours that exceed the family's funded hours allocation. These are detailed on the invoice.

6.2 Refundable deposit to secure a place.

A **refundable** deposit is required for F1/pre-school which is refundable if the place is offered and taken up. (For priority ranking, see Newbold School Admission Policy). This is refundable at the end of the first half term.

6.3 Optional extras

The following are optional extras and families will be charged for the following activities, if parents choose to enrol their child:

School lunches - School lunches. A school meal is chargeable, but there is an option for parents to provide a packed lunch instead of paying for a school meal. An outside catering company supplies this service and we inform parents of the set fee, as dictated by them.

An annual school trip - The cost is calculated based on the coach fee (if needed) and cost of the event/visit. The total cost per child will be calculated based on the number of participants. Parents will be informed of the cost on the term before the trip commences. EYPP money can be used to fund this trip for eligible children. If any child in Foundation One does not attend the annual school trip, the family will be offered an alternative session to attend.

Extended day services (before the session start time) - If we run wraparound care before the school day, then this will be chargeable. Details will be shared in a meeting and contract with the relevant family/ies who commit to this service. This is dependent on need and uptake, and may be withdrawn if it is not financially viable, in line with the contract agreements.

After school club. This is currently run by an outside company and parents who wish to enrol their child will book directly with them through their website. The school does not charge parents for this service.

Special Days such as mufti days, charity events - raising money for a charity (no child will miss out if the family does not pay).

Food supplied for special events, such as International days, Christmas lunch (no child will miss out if the family does not pay).

7. Voluntary contributions

We ask for a voluntary contribution from parents to fund products, and activities which would not otherwise be possible. Early Years consumables for which the school may ask parents for voluntary contributions to cover expenses incurred by the following extra activities/products:

Bi-weekly activities: toast and toppings,

Regular cooking activities

Forest School resources (clay etc)

Celebration food and gifts (special occasions, such as Christmas, end of year, Mother's Day

Woodwork resources

There is no obligation for parents to make any contribution, and no child will be excluded from an activity within the school day if their parents do not pay.

If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

8. Conditions/extra information:

Children attend on their agreed days. Days and times of F1 sessions must be agreed a week before the start of term at the latest. The agreed days and sessions are fixed for the entire forthcoming half term and can be changed at the start of a new half term. (However, an exception can be made if the School deems it in the child's best interest.)

We do not allow the switching of days. Requests to add on a session is for emergency use only and requires prior approval from the Early Years manager.

8.1 Allocating spaces in F1 and applying for a place in our Reception class (in line with our Admissions policy):

The school prioritises F1 applicants for those with siblings in our independent school. Our next priority is for parents who wish their children to remain at the school after F1. This criteria is only applicable if the non-refundable deposit is received to secure a place in our Reception class. Our Admissions Policy sets out our priority and eligibility criteria for new admissions. Priority is given to the September intake.

9. Monitoring arrangements

The Head Teacher, Early Years Manager, bursar and deputy bursar monitor charges and remissions, and ensure these comply with this policy.

This policy will be reviewed by the Senior Leadership Team every year

At every review, the policy will be approved by the governing board.