NEWBOLD SCHOOL
CHARGING AND REMISSIONS POLICY
for Foundation 1 pupils (pre-school) on Government funded hours.

Financial Reclamation Policy

Reviewed July 2025 by Mrs J Crissey, Mrs Gungadoo & Mrs Jennings
Ratified: AutumnTerm, 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 are chargeable 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 (South England Conference of Seventh-day Adventists).

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge that 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 this can also be delegated 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 or 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 where it is not clear how the policy applies, or indeed if it applies at all.

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 a member of staff, the school secretary, the Early Years manager or the headteacher of any concerns or queries regarding the 'Charging and Remissions Policy'.

5. Where charges cannot be made

Section 5 sets 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.

- We offer the universal 15-hour entitlement for parents of 3 and 4 year-olds, starting the term after a child turns 3; this is available to every family.
- We also offer the eligible working parent entitlements, 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. All parents can access 15 hours free of charge. Or, if eligible, working parents can access 30 hours free of charge (see link above). There are no mandatory charges for parents in relation to the entitlement hours. 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 - 12.15pm.
- Lunch session (optional extension for morning-only children) is 12.15 – 1.15
- The school day ends at 3:30pm in the afternoon, Monday to Thursday, and 12.30pm on Fridays

Funding can be used for the lunch session, if required, and families can choose to attend a mixture of morning and full-day sessions.

We offer a late drop-off option for fully funded (30 hours) children at 9.30am on Fridays to allow full access to funding without any extra fees. If parents wish their child to attend additional hours outside of funding, these will be charged at our hourly rate and detailed on the invoice.

We do not charge an administration fee.

6. Where charges can be made

Section 6 covers what we **can** charge for:

6.1 Hours beyond the funded hours.

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

6.2 A 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's Admission Policy). The deposit is refundable for 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 the lunch company.

An annual school trip - The cost is calculated based on the coach fee (if a coach is needed) plus the cost of the event/visit. Parents will be informed of the cost during the term before the trip commences. EYPP money can be used to fund this trip for eligible children. If any child in Foundation One chooses not to attend the annual school trip, the family will be offered an alternative session to attend in school. Fees for school trips must be paid in advance. Once the fees for the trip have been paid, we do not offer refunds for non-attendance, including absence due to sickness. The cost of each trip is usually divided among parents and fixed according to the number of children attending. Consequently, refunds would leave the school out of pocket

Extended day services - From September 2026 - This is not currently offered to children in F1 but if any before- or after-school care is provided by the School outside normal operating, these hours will be charged separately and payable by parents.

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 are items for which the school may ask parents to pay a voluntary contribution. This contribution will cover expenses incurred by the following categories of additional activities/products:

Bi-weekly activities: toast and toppings,

Regular cooking activities

Forest School resources (clay etc)

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

Woodwork resources etc…

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, however, then it will have to 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 only 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 siblings already enrolled 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 a non-refundable downpayment 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 also 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 is reviewed annually to ensure it remains compliant with current guidance and reflects the school's provision. It may be updated sooner in response to changes in legislation or school practice. At every review, the policy will be approved by the governing board.