

**REMISSIONS AND CHARGING POLICY for Windsor Nursery School
(including Oak and Acorn and room hire)**

Windsor Nursery School is a maintained nursery school with 2yr old provision (dedicated to T42 funded places) and SEND (complex needs) provision (dedicated to children placed by the local authority). At present all main sessions are funded by the local authority and so there is no charge to families. However, parents are asked to sign to commit their nursery funding for 15 hrs per week to the Nursery (5 X 3hr sessions), or to 15hrs per week for a TTO T42s on admission of their child.

AIM

We aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

PRINCIPLES

- A voluntary contribution to school fund is asked for from parents of nursery school provision and details of how this is used is reported on to parents
- We may ask for voluntary contributions for activities wholly or partly during nursery or 2yr old provision sessions which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution.
- Support may be available towards part or all the cost of activity where there are financial difficulties
- We may charge where it enables an increase or enrichment of provision. No child would be excluded from this enrichment on the basis of non-contribution.
- At times where there may be capacity for room hire, the governing board agree the charges annually – please see room hire charges

ROLES AND RESPONSIBILITIES

Finance and General Purpose Committee

- Will review and amend the charging policy on behalf of the Governing Board
- Will review annually the charges for supplies and services.

Head Teacher

- Will be responsible for drafting proposal for charges
- Will provide reports for the finance and general purpose committee

Administration Team

- Will provide effective financial administration enabling efficient budget management by the head teacher
- Will maintain efficient and effective information systems

Off-site activities and visits

When organising nursery and 2 yr provision visits which enrich the curriculum and educational experience of the children, the school will write to parents asking them to contribute towards the costs. A voluntary contribution not exceeding the actual cost may be requested. No pupil will be left out because a voluntary contribution has not been received. However if there are insufficient contributions, the school/ 2 yr provision may be left with no choice but to cancel the visit.

On site activities

A voluntary contribution not exceeding the actual cost may be requested. Parents may be asked to make a contribution towards replacing damaged or lost school property.

Paying for Information

Where parents request copies of information under the Freedom of Information Act, the Governors may make a charge for providing copies of information.

Room hire

Occasionally room hire for community activities or meetings may be available. The use of rooms for hire will be at the discretion of the senior leadership team and may be chargeable. Room bookings in relation to responding to the needs of a child/ren attending Windsor will be prioritised and will be free of charge. Room hire fees are determined by the Finance and General Purpose committee for this purpose. Please see room hire procedure.

Windsor School Fund enrichment via reception bring and buy of small items

This enterprise aims to enable parents, carers and friends of Windsor to donate small quality goods to be sold on reception at very low cost. This enables a locally funded enhancement via cash to experiences and resources for all the children at Windsor and enables flexibility of funding in cash for higher value for money. Please see City of Wolverhampton school fund procedure.

Monitoring & Review

The Procedures in this policy will be monitored in the light of any new information and guidance which becomes available.

The School Fund is independently audited each autumn term and presented to Governors (F+GP committee) each Autumn Term.

This policy refers to:

Room hire charges and procedure

Charges set by Governing Board January 2018

Training Room – main build £20 per hour

Consultation Room - £10 per hour

Family Room - £10 per hour

Supervision Room - £10 per hour

For approval by Governors: 24.1.2018

Signed **Date**