



# **Templemoor Infant and Nursery School Charging Policy**



## **Templemoor Infant and Nursery School Charging Policy**

---

**Templemoor Infant and Nursery School encourages a varied and full range of activities for all children to participate in. This policy aims to enable equal access to these experiences for all our children.**

In compliance with the provisions of the Education Reform Act 1988 and the Trafford Council's policies on charging, the policy agreed by the Governors of Templemoor Infant & Nursery School is as follows.

All education during school hours is **free**. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

### **Classroom materials**

No charge is made for books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the school, except where parents have indicated in advance their wish to buy any product.

Voluntary contributions from parents are welcomed to support the costs of resources and consumables.

### **Activities and Educational Visits - Voluntary contributions**

When organising school trips or visits, which enrich the curriculum and educational experience of the children, we invite parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If you are unable to donate the full amount, please contact the staff in the office or the Headteacher, in confidence.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. Other parents will not subsidise children whose parents will not/or cannot make a contribution.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums and art galleries;

- sporting activities;
- outdoor adventure activities;
- visits to the theatre;
- school trips and other places of interest;
- musical events;
- special visitors to the school.

When costing trips/events staff will be sensitive to the overall cost and the timing of the event.

Children and staff will need to be insured for all school visits, except to Moorlands Junior School. This cost will be added into the overall cost of the visit or covered by school fund if the trip incurs no cost to parents.

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

### **After School Clubs**

In the Autumn and Summer terms we offer additional after school clubs provided by outside specialists. There is a charge for these sessions. We also offer a choir club that is provided by specialists from Trafford Music Service. There is a charge for these sessions.

### **Lettings**

School buildings or facilities may be let and charges made for these services. Terms and conditions are laid out in the lettings policy and individual arrangements confirmed in writing.

VAT will be charged to businesses leasing school facilities.

### **Extended Services**

The school offers services outside of school and funded nursery hours. Terms and conditions with regards to charges and remissions are laid out in the Parent Handbook which is updated regularly. This includes:

- The charge for each service
- Payment deadlines
- Late booking fees where applicable
- Penalty fees for non arrival
- The possible withdrawal of services following non payment
- The required cancellation notice to obtain refunds or credits

### **30 Hours Nursery Funding**

For children who fulfill the government eligibility criteria and who are in receipt of 30 hours free entitlement they will be offered sessions that run from 8:30am to 3:20pm Monday to Friday. Not

included in these hours is a daily 50 minute lunchtime session, which is available for parents to select for a charge of £4, or to opt out of if they choose. Parents of children who are in receipt of 15 hours free entitlement can also purchase lunchtime sessions at a cost of £4 per session.

### **Loss or damage to property**

If a child damages property through wilful negligence or vandalism, the parent will be invoiced for the full cost of the repair.

## **Policy History**

<b>Policy Holder</b>	Stuart Hodgson
<b>Committee responsible for Policy</b>	Resources, Health and Safety

### Policy Approval

<b>Approved by Committee</b>	07/02/17	<b>Approved by Full Governing Body</b>	21/03/17
------------------------------	----------	--	----------

### Policy Reviews

<b>Review Number</b>	<b>Reviewed by Policy Holder</b>	<b>Reviewed and Approved by Committee</b>	<b>Ratified by Full Governing Body</b>
1 – To add section on charged nursery places and section on low incomes	CM Heap/K Lake 18/04/12	25/04/12	12 June 2012
2 – To amend policy section on Nursery charged place to include all extended services.	CM Heap/K Lake April 2013		
3- To amend section on extended services to include the possibility of penalties for	K Lake September 2014	7/10/14	18/11/14

non arrival			
4 – Amend charging for Nursery school lunches	S Hodgson February 2017	07/02/17	21/03/17

Policy Communication

February 2012	School Website
October 2014	School Website
March 2017	School Website