



Charges, Remissions and Lettings Policy

SOUTH NORMANTON NURSERY SCHOOL

Adopted at the meeting of the Full Governing Body on **7th October, 2025**

Minute Number **16/26**

Chair of Governors

Record of Policy Amendment / History

Version/ Issue	Date	Author	Reason for Change
1	28/09/20	DCC/MH	School personalization in yellow.
2	19/09/21	MH	Reference to universal FSM taken out
3	27/09/22	MH	Cost of additional hour charge and snack money amended
4	27/09/23	MH	Cost of additional hour charge amended – shown in blue
5	23/09/24	MH	Amendments in blue
6	22/09/25	MH	Cost of additional hour charge amended – shown in blue. School personalisation in yellow.

Introduction

It is the School's aim that all pupils should have an equal opportunity to benefit from school activities. This policy sets out the School's approach to charging and remissions with the intention to ensure transparency in setting charges and ensure all children are provided with the chance to access all provisions on offer.

This policy is based on the Derbyshire County Council's Charges and Remissions Policy. It therefore represents not only the School's but also the Council's Policy on Charges and Remissions.

Sections 449-462 of the Education Act 1996 (revised in 2011) sets out the law on charging for school activities in maintained schools. Parents on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits.

Further guidance can be accessed at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Under Section 27 (1) of the Education Act 2002 Governors have control over the use of school premises, subject to the local authority's general policy that all educational premises should be available whenever possible to provide for the wider educational and recreational needs of children, young people and adults. Therefore schools with available space are permitted to approve lettings in accordance with this policy.

All education during Government funded hours is free.

1. Day visits within or mainly within school hours

When organising school trips or visits which enrich the curriculum and educational experience of the children, the School invites parents / carers to contribute to the cost of the visit, **where staff and helpers accompany the children.** All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat those children any differently from any others. **For family outings, which are always voluntary, parents are expected to pay the full cost requested.** If a parent wishes their child to take part in a school trip, visit or activity or event but is unwilling or unable to make a contribution, we do allow the child to take part in the trip, visit or activity, **if it is viable for the school to meet the cost.** Sometimes, school pays additional costs in order to support the visit. Parents have the right to know how each trip, visit or activity is funded and school will provide this information on request. **Children in receipt of Early Years Pupil Premium will be asked to pay half of the cost of the trip for the child and the parent, provided the child is accompanied by the parent listed on the eligibility form.**

2. Residential visits in school time

No residential visits take place for our children.

3. Ingredients/materials for practical activities such as cookery and craft

To help school finances, parents may be asked to pay the cost of materials where the finished product is to be kept by the pupil. Costs for these will be calculated based on the cost of the material. No profit will be made. Generally, such items will be funded from snack money.

No child will be disadvantaged because of parents' inability or unwillingness to pay, and, therefore, all children will be able to participate in these activities.

4. Lost school equipment, books, etc.

Parents will be expected to replace or purchase lost items of school property including IT equipment and books. The cost of these items will be the replacement cost to purchase the same or similar item at the time the loss occurs.

5. Breakages and damage to school buildings, furniture or property

In cases of wilful damage to the School building, furniture or its equipment, the School's Head Teacher, in consultation with the Chair of the Governing Body may decide to make a charge. The cost of repairs will be as quoted on an individual basis. Where items cannot be repaired a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred. Each incident will be dealt with on its own merit and at their discretion.

6. Extended Services

Parents / Carers who choose to purchase additional nursery hours or breakfast club sessions (not covered by the 30 hours eligibility) will be informed in advance of the charges applicable which will be reviewed on an annual basis. The charges for the 2025-2026 academic year are:

- £6.50 per hour.
- Where the child is in receipt of Early Years Pupil Premium, the care part of the lunchtime session (£6.50) can be waived for up to two sessions.

7. Music Tuition

No musical tuition takes place at nursery.

8. Swimming Lessons

Swimming lessons are not available for our nursery children.

9. Other Charges

The Head Teacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, these include:

Snack - Parents are asked to contribute £0.30 per 3 hour session or 60p for a full day towards the cost of a healthy snack. If needed, children who are in receipt of Early Years Pupil Premium can have their snack money paid from their funding.

Parents Groups – parents are asked to contribute a voluntary contribution of £1.00 per family

Photocopying - 5p per A4 copy

Phone calls - 10p for 2 minutes or part thereof for local calls to a landline, 20p for up to 2 minutes long distance, and 20p per minute to a mobile phone.

10. Equality

The School is committed to ensuring equality of opportunity for all pupils, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity.

11. Lettings

The Governors have carefully considered the feasibility of “letting” for the above school. For the following reasons they feel that it would not be appropriate to “let” the school, except for the direct benefit of children in Early Years.

1. There are only two adult toilets.
2. Valuable resources are set out on a permanent basis, and cannot safely be removed for storage.
3. The furniture, resources and facilities in the building are suitable and safe only for use by 3 and 4 year olds.

Apart from activities involving Early Years children, parents and practitioners, the nursery school will not be available for letting.