



# Charging and Remissions Policy

Review date: September 2021  
Next review: September 2022

## Introduction

The purpose of the policy is to ensure that there is clarity over those items which the School will provide free of charge and for those items where there may be a charge. The policy has been informed by the Local Authority policy and the DfE guidance

## Definition

The school is open from 7.45am – 5.45pm Monday - Friday for 38 weeks per year

## Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply this policy. The Governors will review the policy as part of their review cycle.

## Items provided for free

All activities that are a considered part of the Statutory framework for the early years foundation stage Setting the standards for learning, development and care for children from birth to five (2021) will be provided free of charge. This includes all materials, resources and curriculum enhancements.

## Hours of Provision

### 15-hour options

Monday to Wednesday  
Wednesday to Friday

### (free of charge)

Monday & Tuesday 9.00 to 3.15, Wednesday 9.00 to 11.30  
Wednesday 12.45 to 3.15, Thursday & Friday 9.00 to 3.15

### 30-hour options

3 x 10 hours  
3 x 10 hours  
5 x 6 hours

### (free of charge, subject to eligibility criteria)

Monday, Tuesday, Wednesday 07.45 to 5.45  
Wednesday, Thursday, Friday 07.45 to 5.45  
Monday to Friday 9.00 to 3.15

## Additional charges

Snack	£ 7.00 per term	children attending 15 hours
	£14.00 per term	children attending 30 hours

Lunchtime meal £ 1.70 per day \*

\*This rate is set by City of Bradford Metropolitan District Council that we collect on their behalf

## Wraparound provision

### (Additional nursery sessions subject to capacity)

Before school	7.45 to 9.00	£ 6.00 per session
After school session	3.15 to 5.45	£12.00 per session
Half day		£13.75 per session
Full day	9.00 to 3.00	£25.00 per session
Full day for rising 3s	9.00 to 3.15	£30.00

## Voluntary contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational outings and visits. In these circumstances no child will be prevented from participating because his/her parents cannot or will not contribute, however if sufficient funds are not available it may be necessary to curtail or cancel activities. (See Educational Outings Policy).

## Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day for example holiday events, visits etc.

**Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of children/families participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship may be considered through the use of voluntary contributions or fundraising.

**Photocopying**

A charge may be made for photocopying of any documents provided to parents and outside agencies at cost (including admin time), which is not related to school activities. We will not charge for the photocopying of any School policies.

**Lettings** - See Lettings Policy