



# Freshfield Nursery School and Freshfield 2 Year Olds

## Charging, Remissions and Lettings Policy

**with effect from Sept 2026**

Presented to Governors:	May 2026
Date for Review:	Summer 2027

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<sup>1</sup> It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

# SCHOOL CHARGES AND REMISSIONS POLICY

## Introduction

As legislated by the Education Reform Act 1988 (as amended), the Governing Body is required to determine and publish a Charging and Remissions Policy. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. The Education and Inspections Act 2006 (in force from September 2007) introduced a regulation-making power which allowed the Department for Children, Schools and Families (now DfE) to specify circumstances where charging can be made for music tuition.

## Education

All education (including the supply of any materials, books, instruments or other equipment) during school hours is free with the exception of individual or group music tuition which is not provided as part of the National Curriculum. We give parents information about additional music tuition at the start of the academic year. We do not charge for any activity undertaken during school hours as part of the National Curriculum.

## School Hours

School hours are those when the school is actually in session. They do not include the mid-day break.

**School hours are:** 8.30 a.m. to 2.30 pm Mondays, Tuesday, Wednesdays, Thursdays and Fridays

**30 hours' places school hours:** 8.30 am to 2.30 pm Monday to Friday  
or  
8.00 am to 3.30 pm Monday to Thursday  
or  
8.00 am to 3.30 pm Tuesday to Friday

## Outside School Hours

Education provided outside school hours if it is part of the National Curriculum<sup>1</sup> cannot be charged for.

## Childcare

We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the Governing Body, and in accordance with any requirements set by the Local Authority where it is subsidising the provision. Please see below charging for Wednesday care, breakfast club and after school club.

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**Additional Care Hours/Chargeable Items**

Type	Amount charged	Period Charged
<b>Funded hours either 15 or 30</b>	<b>No charge</b>	<b>Termly</b>
<b>Funded hours greater than 15 but less than 30 claimed through 30 hours funding initiative</b>	<b>No charge</b>	<b>Termly</b>
<p>Parents claiming for the 30 hours' entitlement or less hours as part of the scheme must issue school with an eligibility code which will be checked termly for validity. 30 hours' places can be withdrawn immediately if no valid eligibility code is presented to school within the timeframe specified by the local authority.</p> <p>Non-eligible parents must pay school direct by Cash/Cheque/BACs or via childcare voucher scheme or tax-free childcare, one half term in advance.</p>		
<b>Requested Additional hours</b>		
<b>Breakfast club 8 am to 8.30 am</b>	<b>£4.25 per session</b>	<b>Half termly in advance</b>
<b>After School Club 2.30 pm to 3.30 pm</b>	<b>£7 per session</b>	<b>Half termly in advance</b>
<b>The above payments are made half termly in advance and no refunds are made for absences</b>		
<b>After School Club 3.30 pm to 5.30 pm</b>	<b>£14 per session</b>	<b>Half termly in advance</b>
<b>Additional hours outside of the above sessions</b>	<b>£7 per hour</b>	<b>Half termly in advance</b>
<b>Voluntary Contributions Requested</b>		
<b>Fruit/snacks/birth cakes/birthday presents/other equipment</b>	<b>£3.00 per week Voluntary</b>	<b>Weekly/half termly/termly or annually</b>
<b>Extra-curricular activities</b>	<b>Voluntary donation adhoc</b>	<b>Adhoc</b>

**School trips and visits and activities (Extra-Curricular Activities)**

This policy confirms the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents / carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents /

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carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

Parents / Carers have a right to know how each individual trip is funded. The school provides this information on request.

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

- Visits to museums
- Activities which require transport expenses
- Visits to the theatre
- Musical events

### **Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

### **No-residential activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **Transport**

No charge can be made for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational visit.

### **Material and Ingredients**

Charges may be made for materials or ingredients required for practical subjects where

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parents have indicated in advance their desire to own the product.

### **Optional Extras**

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

#### **Optional extras are:**

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- transport that is not required to take the pupil to school or to other premises where the local authority / governing body have arranged for the pupil to be provided with education; and

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore, a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Damages and Losses.**

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

### **Publication Scheme Charges - GDPR Information Available under the Model Publication Scheme**

Please refer to the publication scheme which is available on the school's website [www.freshfield.stockport.sch.uk](http://www.freshfield.stockport.sch.uk)

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Charges can be made for photocopying and postage costs for any documents requested. Details of actual costs can be found on the charging table of the publication scheme.

### **Remissions.**

The discretion to remit in whole or in part any charge, which may be made by the school, has been vested in the Headteacher.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the school needs.

Under the Act no charges may be made for activities which form part of the syllabus for a prescribed public examination or the National Curriculum.

Remission may be made on the grounds of financial considerations with regard to both the pupil and the school needs.

Remissions may be made on a group or an individual pupil basis.

### **School Fund Account**

Freshfield Nursery School School Fund is an account which received voluntary donations from parents/fundraising activities/voluntary donations. No payments into the school fund account are mandatory.

The school requests a voluntary donation of £3 per week, per child, from parents.

## **LETTINGS**

It is the policy of the Governing Body to consider requests for letting of part or all of the school building and school grounds.

The Governing Body recognises that Freshfield Nursery School, Garden Room is a building suitable for letting in the local community. Any lettings must adhere to the Conditions of Hire.

It is recognised that no letting shall take precedence over the use of the building by the school. A letting must not interfere with the education of the pupils.

The letting of the Garden Room and/or the school playground is charged according to the scale of charges set by the Governing Body.

An application pack can be obtained from the school office. Applications for lettings of the school premises should be made to the Governing Body.