

Fairisle Infant & Nursery School



Charging and Reimbursement Policy

Date policy reviewed: November 2023

To be reviewed again: November 2024

SIGNATURE STAMP

These are confirmed as a true and accurate record of the meeting that took place on:

1/11/23 POLICY

Signed:

A handwritten signature in black ink, appearing to be "Rick Allan", written over a faint circular stamp or watermark.

**Rick Allan
Chair of Governors**

Approved Date: 6/12/23

Fairisle Infant & Nursery School

CHARGING AND REIMBURSEMENT POLICY

The Governing Body recognises the value of activities that extend and enhance the Curriculum. This policy is written to ensure clarity over items which the school will provide free of charge and those items where there may be a charge.

The 1988 Education Act requires any activity taking place in school time to be free of charge. The school hours of Fairisle Infant School are from 8.45am to 3.15pm.

All activities essential to the National Curriculum taking place during school time will be free of charge, and all necessary materials, books and instruments will be provided from school resources. Parents/carers remain responsible for providing suitable clothing for particular activities, e.g. physical education.

Opportunities may arise during the year for pupils to participate in activities which are not essential to the National Curriculum, but which nevertheless enrich and widen their experience. As no charge can be made for these, voluntary contributions will be requested from parents. No child will be denied participation regardless of any contribution made. However, if insufficient contributions are forthcoming some activities will have to cease.

The Governing Body reserves the right to request contributions in the following circumstances for activities organised by the school.

Educational Visits/Visitors – day

The school may charge for additional activities that take place in the school day, e.g. theatre visits, visiting drama groups, storytellers, musicians etc. The cost will be calculated on activity divided by number of pupils taking part. The school will usually subsidise part of this payment and then request a contribution from parents. Whilst these contributions are voluntary, the school may not be able to undertake trips should not enough payments be made.

Any activities that form an essential part of the National Curriculum and Religious Education will be provided free of charge. If there is a cost incurred transporting children to a place of worship within the city, some of the costs of the transport will be subsidised by the school and a charge per pupil may be requested from parents.

Extended School Activities

The majority of extended school activities will carry some charge. These will vary according to the activity and the aim is to cover the cost of the activity. In cases of hardship, or more than one child from the same family attending extended school activities, the governors may elect to support individuals from school funds.

Wrap Around Care

Breakfast Club

The school operates a Breakfast Club for pupils attending Fairisle Infant and Nursery School and Fairlse Junior School from 7.45am. The provision is Ofsted registered and all requirements are met. The cost per session is:

£5.50 per infant pupil £6.00 per junior child

After School Childcare

The school operates an After School Childcare provision for pupils attending Fairisle Infant and Nursery School and Fairlse Junior School from 3.15pm – 5.45pm.

The cost per full or part session is £13.75.

There is a late pick up fee of £5 per 5 minutes late.

Nursery Fees

Two Year Old Children

The cost for a three hour nursery session for 2 year old children is £20.00. Depending on family circumstances some children may be entitled to up to 15 hours of funded nursery provision per week.

Children are able to access a maximum of 15 hours of either funded or paid nursery provision per week.

Three Year Old Children

All children can access the Universal 15 hours of funded Nursery education from the term following their third birthday.

Some children may be eligible for up to 30 hours of funded Nursery provision under the Government's 30 Hours Offer for Working Families, based on their economic circumstances.

We offer the 30 hour funding to entitled children in the following patterns of attendance:

30 hours at no charge: 8.45am – 30.05pm Monday – Thursday &
8.45am – 1.50pm

31.25 hours 8.45am – 3.05pm Monday – Friday.

The 31.25 hours option covers 5 full days per week and is chargeable at £7.00 per week as children attend for 1.25 hours over the funded 30 hours.

Nursery Hot Meals

We are able to offer a hot meal to Nursery children attending for a full day. Meals are currently charged at £2.94 per meal.

Nursery Lunchtimes

Three and four year old children attending for 15 hours per week in the Sunshine Room can stay over the lunch period at a cost of £3.20 per day, subject to availability.

Top Up Sessions

Three and four year old children attending 15 hours per week in the Sunshine Room can pay for an additional session plus the lunchtime in order to stay for a full day. This is subject to availability and charged at £19.70 per day.

Payments for all Wrap Around Care and Nursery Provision must be made in advance. Failure to make suitable payment will result in the provision being withdrawn.

Damage/Loss to Property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of Governors may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Purchase of Items

Staff may purchase items of equipment where these items improve the discharge of their duty. Any item purchased must be in prior agreement with the Headteacher and the School Business Manager. In addition they must satisfy the following criteria:

- The item must be used for the discharge of duty
- The item cannot be readily borrowed from the school
- The item remains the property of Fairisle Infant & Nursery School and must be returned if the member of staff ceases to be employed by the school
- The cost of the item is to be met from the appropriate cost centre and will involve consultation with the appropriate subject leader.

No monies can be reimbursed without a receipt (including a VAT receipt where applicable).

