



**PEARTREE WAY PRE-SCHOOL
NURSERY**

&

FOREST SCHOOL

(incorporating Peart😊ts Pre-School)

Charging & Remissions Policy

Review: November 2018

Peartree Way Pre-School, Nursery & Forest School

Charging Policy

Aim

At Peartree Way Pre-School, Nursery & Forest School we aim to make appropriate charges, which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

Principles

- We make no charge for National Curriculum lessons and related activities in school time.
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost.
- No child is excluded from any such activity on the basis of non-contribution
- Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of Income Support or FamilyCredit.

KEY RESPONSIBILITIES

Governing Body

- Will review and amend the charging policy
- Will review annually the charges for supplies and services and will monitor whether actual income is in line with anticipated income.

Headteacher

- Will be responsible for drafting proposals for charges
- Will provide reports for the finance committee

Office Manager

- Will provide effective financial administration enabling efficient budget management by the headteacher
- Will maintain efficient and effective information systems

PROCEDURES

1. Off Site extra-curricular activities/visits

A voluntary contribution not exceeding the actual cost will be requested.

2. Arrangements for part or full remissions of charges

The Governors may provide financial support from the school budget, external grants or Pupil Premium Funding, for those families unable to meet the full cost of voluntary contributions or charges, on application to the headteacher. The governing body will be informed in general terms of the total provided for each activity.