Alumwell Nursery and Rowley View Nursery Schools Federation

Charging and Remissions Policy

Our vision is to develop happy, confident and secure learners in a safe and stimulating environment where all children thrive through working in partnership with parents and our local community.

This policy adheres to Equality Duty Legislation published in May 2014

Rowley View Nursery School Charging and Remissions Policy September 2026

Schools can use discretion to charge for educational visits during school hours. All children must be given the opportunity to participate in such activities regardless of their parents' / carers' ability or willingness to meet the cost.
The charge per head must not exceed the actual cost of the visit, divided equally by the number of children participating. For some visits, payments can be paid by instalments.

The voluntary contribution may include: -

- Cost of transport
- Entrance fees
- Insurance Costs

School Fund
We ask for a weekly, voluntary contribution of £1.00 for 'School Fund'. This fund is used directly to enhance the children's curriculum and to support their developmental needs and interests; for example, paying for cooking ingredients, party food, school visitors, cost of transport.

Passport Applications
If parents / carers request a staff member to complete a passport application, the member of staff must have known the family for a minimum of 2 years. For this service, we ask for a contribution of £10.00 per passport, which goes directly into School Fund.
Accounts for School Fund are audited annually and reported to Governors.

Extended Services
There are very limited places available for this service due to the number of children we currently have on roll. However, each request will be considered separately by the Head Teacher prior to confirmation. Charges are made to cover the school's Extended Services and are overseen and reviewed annually by the Governing Body.

Charges for Extended Services for Rowley Owls (3 / 4-year-old children)

Breakfast Club Breakfast provided	8.00am-8.30am	£5.00 per session
Extended Session Your child will need a packed lunch and drink	8.30am - 12.30pm (afternoon child) 11.30am - 3.30pm (morning child) Added to the usual session to provide a full day 8.30am - 3.30pm	£15.00 per session Including lunch time
Lunch Time Your child will need a packed lunch and drink	11.30am – 12.30pm	£3.00 per session
Extended Hours – 30 Hours	2.30pm finish – no cost incurred 3.30pm finish	 £3.00 per day

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Charges for Extended Services for Rowley Robins (2-year-old children)

Breakfast Club Breakfast provided	8.00am - 8.30am	£5.00 per session
Nursery sessions	8.30am – 11.30am 12.30pm – 3.30pm	£18.00 per session
Nursery sessions including lunch time	8.30am – 12.30pm 11.30am – 3.30pm	£20.00 per session
Lunch Time Your child will need a small lunch and drink	11.30am – 12.30pm	£4.00 per session
Full Day Care	8.00am – 3.30pm	£40.00 Inc. breakfast and lunch
Expanded Hours – 30 Hours	2.30pm finish – no cost incurred 3.30pm finish	£5.00 per day

'Free of charge' places will be offered under special circumstances, with individual cases being considered by the Head Teacher based on the following criteria: -

- The family are receiving 'Early Help' and require 'Extended Services' to access services outlined in their 'Early Help Plan'
- Family emergencies

Parents/Carers will consent to: -

- Pay fees at the School Office at the beginning of the child's first session
- Pay all fees in advance to prevent outstanding debts

Please note the following terms: -

- Parents / carers will receive an 'Extended Services Contract' which must be signed prior to the service commencing
- If a child is ill or on holiday, the full cost is required to retain the place
- One week's notice is required to cancel the place
- Late collection of a child will result in an extra charge of £5.00 per 15 minutes
- All payments for extended services must be paid in advance

Policy Last Reviewed September 2026

Dated:

Signed: