

NEWBURN MANOR NURSERY SCHOOL

CHARGING AND REMISSIONS POLICY

1. Introduction

This policy has been formulated in accordance with DfE advice on Charging for School Activities

[<http://www.teachernet.gov.uk/management/atoz/c/chargingforactivities/>]

2. Aim

The aim of this policy is to set out what charges will be levied for school activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Sections 6, 7 and 8 covers education provided wholly or mainly during school hours; Section 9 covers charges for extended activities outside school hours, provided by or on behalf of the Governing Body of NEWBURN MANOR NURSERY School.

3. Responsibilities

The Governing Body of NEWBURN MANOR NURSERY School are responsible for determining the content of the policy and the Headteacher for implementation. Any decisions with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

4. Prohibition of Charges

In line with DfES guidance, the Governing Body will not charge for any of the following,

- education provided during the 15 hours entitlement for 3 and 4 year olds (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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 that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

5. Publication of Information

A full copy will be provided on request.

6. Charges for Curricular Activities

The governing body intends to make a charge for:

- (a) the proportionate costs for an individual child to attend a 3 hour session
- (b) breakfast and after-school clubs .

7. Remissions

There are no remissions.

8. Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) cooking activities
- c) educational visits

e) visitors (artists, musicians etc)

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- To purchase ingredients for cooking
- To pay for transport and entrance fees
- To pay fees for specialists

9. Charges for Extended Activities

SALES AND PRICING

Costs are calculated using AWPU and are based on 75% occupancy. This equals 585 places being taken out of 780 possible per week.
(2012/13 figure was 693. This equals 108 more than the 75% break-even figure)

BOUGHT PLACES SEPTEMBER 2014

PRICING FOR 3 HOUR SESSION

RATIONALE:

AWPU = £2,137.50 per child (free 15 hour entitlement for 1 year. 2 staff per group of children)

This pays for the working year of 190 days / 6.49 hours per day. (Teacher = 32.4 hours per week. Support staff = 37 - but some of this is in after-school)

Per child:

$£2,137.50 \div 190 \text{ days} = £11.25 \text{ per day}$

Day = $6.49 \text{ hours} \div 2 = 3.25 \text{ hours}$ (a morning or afternoon session)

Parents paying for 3 hours = $\pounds 11.25 \div 3.25 = \pounds 3.46$ for 1 hour \times 3 hours that the children attend for = $\pounds 10.38$

Therefore price per 3 hour session = $\pounds 10.38$ AWPU equivalent.

The price for 2014/15 will be set at $\pounds 10.50$ to keep us competitive and take account of rising costs but will be incorporated into a discount scheme:-

	WEEKLY PRICE	PRICE PER 3 HOUR SESSION
5 days	$\pounds 47.50$	$\pounds 9.50$
4	$\pounds 39.00$	$\pounds 9.75$
3	$\pounds 30.00$	$\pounds 10.00$
2	$\pounds 20.50$	$\pounds 10.25$
1	$\pounds 10.50$	$\pounds 10.50$

PRICING FOR WRAP-AROUND

Because of weekly fluctuating numbers it is difficult to forecast accurately but we know that we always cover our costs and make a small profit.

BREAKFAST (staff, building costs, wear and tear)

1 hour = $\pounds 3.46$ (see AWPU above)

Food costs from 2012/13 = 81p

Cost = $\pounds 3.46 + 81p = \pounds 4.27$

The price will be set at $\pounds 4.00$ to keep us competitive.

FOOD COSTS 2012/13

$\pounds 617.13 \div 38 \text{ weeks} = \pounds 16.24$

$\pounds 16.24 \div 5 \text{ days} = \pounds 3.24$

$\pounds 3.24 \div 4 \text{ hours} = 81p$

AFTER-SCHOOL

3 hours for the price of 2

$\pounds 3.46 \times 2 = \pounds 6.92$

Food costs from 2012/13 \times 2 hours = $\pounds 1.62$

Cost = $\pounds 8.54$

The price will be set at $\pounds 8.50$ to keep us competitive.