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| Approved by GB | Date: December 2023 |
| Signed by Chair | Signature:  |
| Due for Review | Date: annual |

Chapel Street Nursery School

**Charging and Remissions Policy**

The charge for two-year-old places that are not paid for by the Government and additional hours over and above the funded 15 or 30 hours for 3-5 year olds, is to cover the cost of the staff, food, drink, the lighting, heating, cleaning and other sundry items like toys, books and consumables. We aim to make just enough money to cover these costs without making a profit. As it is difficult to accurately assess at the beginning of the financial year how much money we will have made by the year end, any profit we do make will be: a) carried over into the next financial year to cover any possible shortfalls, or b) spent on improving the Nursery School for the benefit of all who attend and work here.

Outings are organised to enhance children's learning, inspire them, offer them new experiences and to give them pleasure. Destinations chosen will aim to be free of charge and local. Any suggestion of donation will be put on the nursery school.

In the event of an outing which will hold a cost, a letter will be sent to parents beforehand and will explain the outing and ask for contributions to make the trip possible. The letter will ask any parent who would find the contribution difficult to discuss the issue with the Headteacher. No child will be prevented from attending the outing due to financial difficulties. Any child who is in receipt of EYPP will have the trip cost covered by the school.

Weekend trips with the family worker~~s~~ to parks or other free activities will be held on a first come, first served basis. Our annual trip to the seaside is funded part by the school and part by the parents. Any child who is receipt of EYPP funding receives 2 seats on the coach free of charge.

All stay and play sessions that children and parents can access are asked to make a voluntary donation of £1. We feel this is appropriate to cover the costs of activities and equipment, but low enough not to discourage people from attending.

With regard to our Publications policy, costs for photocopying or sending large documents through the post may be passed on to the person asking for them.

The charge will be discussed on an individual basis at the time of the request, but photocopying charges should be in the region of 5p a copy.