

Policy Author	Mr K Hopkins	Date of Approval	26.01.26
Policy Approval	Full Governing Board	Next Review Date	January 2027

## Aim

To provide clear guidance, and the reasons for this, in implementing the legislation. (Education Act 1996, Sections 449-462 and DfE Circular 2/94).

The governing body recognises the enhancement to all areas of school life that activities and visits provide.

At the same time, the governing body recognises that, regrettably, it is not possible to fund these additional activities from the General School Budget. However, funding will be provided to cover some events and activities from the School Fund. The level of funding spent for this purpose will be dependent on the existing resources available in the School Fund. Some activities will rely largely on voluntary contributions from parents.

## Implementing the Policy

At Oldbrook First School and Nursery the charging policy will apply in the following areas:

- **Nursery Registration Deposit:** a £20 refundable deposit is required at registration to secure a child's nursery place. This will be refunded in full within one calendar month of the child starting nursery. In the event of a child declining their nursery place, the deposit will be retained to cover administrative costs.
- **Nursery Session Availability:** at Oldbrook Nursery, the available sessions and times are during term time only. Sessions for 3 Year Olds will be for either five mornings per week, five afternoons per week or five full days. Sessions for 2 Year olds will be for five morning per week.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am - 11.45am	✓	✓	✓	✓	✓
11.50am - 3.00pm *	✓	✓	✓	✓	✓

✓ Available for 15-hour and 30-hour provision

\* Priority for afternoon sessions given to 30-hour provision

- **Charges for 30-hour Nursery Funded Places:** there will be no charge for children who are eligible for 30-hour nursery funding. Parents/Carers will need to book and pay for a lunch

for their child from the schools catering provider or a cold packed lunch may be sent in from home.

- **Charges for Non-funded Places:** children who are not eligible for 30-hour funding can choose to pay for afternoon sessions at a cost of **£90 per week for 3 year olds and £120 per week for 2 year olds**. This will be invoiced on a half termly basis. Non-payment will result in the place being withdrawn. This charge will be reviewed termly.
- **Art/Craft and Cooking:** all children will be able to take home, free of charge, all activities involving art, craft and cooking. The governing body considers it very important that young children are able to share their achievements with their families. Therefore, parents are not asked to indicate if they are willing to pay for the materials in order for them to go home.
- **Breakages and Damage:** the governing body recognises that accidents happen. The cost of breakages and damage resulting from accidents will be met from the General School Budget. However, at times, where items are deliberately broken or damaged and it is clear who is responsible the governing body reserves the right to ask the parents to meet the cost.
- **Books:** the governing body reserves the right to ask parents for the replacement costs of library and reading books that are lost or damaged. Books must be valued by the children as an essential reading resource and, as such, need to be looked after. Therefore, to request the replacement cost is reasonable.
- **Examination Fees:** this does not apply at Oldbrook First School and Nursery.
- **Music Tuition:** although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges may be made for teaching either an individual pupil or groups of pupils to play a musical instrument. Music tuition would be provided by the Milton Keynes Music Service, the Milton Keynes Music Co-operative or Rock Steady and the amount charged passed on to parents would depend on the charges made by the Music Service, the Music Co-operative or Rock Steady at the time. An exception would be for recorder lessons which are run by a teacher as a lunchtime club. No charge is made for recorder lessons although parents will be asked to pay for a recorder for their child, which will be ordered through school.
- **Visits:** extensive use is made of the local environment. It is for this reason, that staff regularly plan visits in the local community as well as accessing it as a rich learning environment.

At times, it is necessary to consider going further afield to extend and enrich the curriculum. Careful attention is given to the cost of such visits. Whilst there is no obligation for parents to contribute, Parents are invited to make a voluntary contribution in order for the visit to go ahead. Significant advance warning is given in order for parents to plan ahead. Parents may pay in instalments. The school may only request the actual cost of the visit for each child. The school funds the cost of any preliminary visit that is made by a member of staff and materials purchased (booklets, postcards, etc). Adults who help (including the staff) are not required to pay. These costs may be included in the average total for each child. Parents may

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contribute more than the minimum contribution, if they wish. The school may be able to subsidise a small part of the cost. The vast majority of the funding relies on parental contributions. Therefore, if these are insufficient, the governing body will cancel the visit. When visits are able to go ahead, they provide an extra dimension to the curriculum and learning.

During the planning stage of a visit a cost pro forma will be completed and the cost per child is worked out. This will take into account any fundraising that can contribute to the cost of the visit. This cost analysis will be shared with governors and filed in the Visits and Journeys file. Whenever possible we will endeavour to keep the cost of trips to a minimum.

- **Visitors to school:** the school regularly invites a range of visitors with expertise into school. This normally involves the whole school, for example, authors during Book Week, or speakers at assembly. Although these visitors charge or request a contribution towards expenses, the school often funds them from the School Fund. However, the school may request a voluntary contribution from parents to cover some of the cost.
- **Other events:** the school is committed to parental partnership. Events are held regularly to which parents are invited. These are wide ranging. They focus on events to support parents in finding out how we teach, e.g. curriculum meetings. Others are arranged so that parents can find out how their child is getting on, e.g. parental consultation evenings. Sometimes these are more informal, e.g. joining us in assembly. At many of these events, refreshments are provided free of charge. So, too, are refreshments provided free for our children at a number of the 'fun' events during the school day, which occur throughout the year, e.g. at the Christmas parties and at sports events. The governing body chooses to fund these activities as a gesture of good will in valuing all members of the school family and in order to promote the social skills of the children.
- **Events and Activities organised by a Third Party:** where educational activities are provided by a third party, its charges will be passed on to the parents of the participating children.
- **Oldbrook Wrap Around Care (Night Owls) and After School Clubs:** At Oldbrook First School we aim to provide a high-quality wraparound care and after school club provision for children in Reception, year 1 and Year 2 which meets the needs of both parents and our children. The level of fees will be set by the Governing Body and reviewed annually. Consideration will be given to the financial position, its future strategic plans and any other broader economic or social considerations deemed relevant. *Please refer to the document Wrap Around Care and After School Clubs Terms and Conditions.*



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