

Madeley Nursery School

Remissions and Charging Policy

Spring 2022

To be reviewed Spring 2023

For families who use the school

Core offer and extended care

Madeley Nursery School is a Local Authority maintained Nursery School. We have a variety of funded places and additional paid places for children from the term in which they become 3 years old. (See our admissions policy for details and eligibility criteria.)

There are limited places for these extended hours, and they must be booked in agreement with the nursery.

Enrichment activities

All children are entitled to participate fully in nursery enrichment activities and visits regardless of family income.

All contributions for nursery events and trips are voluntary payments and are usually subsidised by school. If, however we do not receive sufficient voluntary contributions certain visits or activities may not be able to take place.

School fund

A voluntary contribution of £1 to Nursery fund a week is asked for, this goes towards

1. buying food for daily snacks
2. buying presents for celebrating birthdays
3. buying food and bedding for the Nursery pets
4. buying new books
5. buying Christmas presents for the children
6. buying fresh flowers, bulbs, and plants
7. buying ingredients for cooking
8. contributing to the cost of off-site visits
9. subsidising nursery trips off site

When a child leaves nursery

An additional school fund contribution of a £1 per disc is asked for to cover the cost of each child's DVD of digital photographs / videos when they leave.

Paper copies of published school policies and procedures

Paper versions of all policies are available to view as a hard copy in Nursery and electronically via the website.

If a copy of a document is requested, then a charge for photocopying may be made based on the following:

Number of pages - Maximum fee

1-19 £1	100-149 £10
20-29 £2	150-199 £15
30-39 £3	200-249 £20
40-49 £4	250-299 £25
50-59 £5	300-349 £30
60-69 £6	350-399 £35
70-79 £7	400-449 £40
80-89 £8	450-499 £45
90-99 £9	500+ £50

For professionals who visit the school or require professional services from the school such as training

Madeley Nursery School is committed to supporting the professional development of colleagues from within and beyond the local authority; however, this activity has resource implications for the school. Costs will be charged based upon the provision required and a copy can be acquired directly from nursery – contact the administrator by telephone or email.

Visits to the centre – based on preparation time, salary, and administration costs

Training packages – based on preparation time, salary, travel, subsistence and administration costs

Copies of learning documentation – based on copy charges (see above) and administration costs

Publications at individually set price

This policy will be reviewed annually by the finance and personnel committee of the governors in the spring term.

Remission and Charging Policy- Document Status			
Date of Policy Creation	January 2022	Named Responsibility	L Lowings
Date of Policy Adoption by Governing Body	January 2022		
Date of review	Spring 2023	Named Responsibility	L Lowings