

# Fairisle Infant & Nursery School



## Charging and Reimbursement Policy

Date policy reviewed: November 2024

To be reviewed again: November 2025

### **SIGNATURE STAMP**

This policy was approved and adopted by the  
Governing Body at their meeting on: :  
*06/11/2024*

**Signed:**

**Rick Allan**  
**Chair of Governors**

A handwritten signature in black ink, appearing to be "Rick Allan", is written over a faint circular stamp.

# Fairisle Infant & Nursery School

## CHARGING AND REIMBURSEMENT POLICY

The Governing Body recognises the value of activities that extend and enhance the Curriculum. This policy is written to ensure clarity over items which the school will provide free of charge and those items where there may be a charge.

The 1988 Education Act requires any activity taking place in school time to be free of charge. The school hours of Fairisle Infant School are from 8.45am to 3.15pm.

All activities essential to the National Curriculum taking place during school time will be free of charge, and all necessary materials, books and instruments will be provided from school resources. Parents/carers remain responsible for providing suitable clothing for particular activities, e.g. physical education.

Opportunities may arise during the year for pupils to participate in activities which are not essential to the National Curriculum, but which nevertheless enrich and widen their experience. As no charge can be made for these, voluntary contributions will be requested from parents. No child will be denied participation regardless of any contribution made. However, if insufficient contributions are forthcoming some activities will have to cease.

The Governing Body reserves the right to request contributions in the following circumstances for activities organised by the school.

### **Educational Visits/Visitors – day**

The school may charge for additional activities that take place in the school day, e.g. theatre visits, visiting drama groups, storytellers, musicians etc. The cost will be calculated on activity divided by number of pupils taking part. The school will usually subsidise part of this payment and then request a contribution from parents. Whilst these contributions are voluntary, the school may not be able to undertake trips should not enough payments be made.

Any activities that form an essential part of the National Curriculum and Religious Education will be provided free of charge. If there is a cost incurred transporting children to a place of worship within the city, some of the costs of the transport will be subsidised by the school and a charge per pupil may be requested from parents.

### **Extended School Activities**

The majority of extended school activities will carry some charge. These will vary according to the activity and the aim is to cover the cost of the activity. In cases of hardship, or more than one child from the same family attending extended school activities, the governors may elect to support individuals from school funds.

All additional activities must be booked and paid for in advance. Failure to make payment will result in the provision being withdrawn.

### **Wrap Around Care**

#### **Breakfast Club**

The school operates a Breakfast Club for pupils attending Fairisle Infant and Nursery School and Fairisle Junior School from 7.45am. The provision is Ofsted registered and all requirements are met. The cost per session is:

£5.50 per infant pupil    £6.00 per junior child

#### **After School Childcare**

The school operates an After School Childcare provision for pupils attending Fairisle Infant and Nursery School and Fairisle Junior School from 3.15pm – 5.45pm.

The cost per full or part session is £13.75.

### **Nursery Fees**

#### **Rainbow Room - Two Year Old Children**

Depending on family circumstances some children may be entitled to up to 15 hours of funded nursery provision per week.

- Government Support Entitlement  
15 hours in either morning or afternoon sessions – **no charge**
  
- Working Parent Entitlement  
15 hours in morning, afternoon or full day sessions – **no charge**  
16 hours and 10 mins pattern - **£7.80 per week**  
19 hours and 45 mins pattern - **£31.70 per week**
  
- No Funding Entitlement  
Cost per 3 hour session - **£20.00 per session**
  
- Top Up sessions plus lunch over 15 funded hours  
As part of permanent pattern – **£23.90 per session**  
Ad hoc session - **£26.00 per session**

### **Rainbow Room – Three year Old Children**

- Universal 15 hours from the term after third birthday –**no charge**.
- 30 Hours funded entitlement  
30 hours pattern – **no charge**  
32 hours and 55 mins pattern - **£12.25 per week**
- Top Up 3 hour session plus lunch over universal 15 funded hours  
As part of permanent pattern – **£19.70 per session**  
Ad hoc session - **£23.90 per session**

### **Sunshine Room - Three & Four Year Old Children**

- Universal 15 hours from the term after third birthday –**no charge**.
- Top Up 3 hour session plus lunch over universal 15 funded hours  
As part of permanent pattern – **£19.70 per session**  
Ad hoc session - **£23.90 per session**
- 30 Hours funded entitlement  
30 hours pattern – **no charge**  
31 hours and 15 mins pattern - **£7.00 per week**  
30 hours pattern with ad hoc additional 1 hour 15mins - **£10 each time**  
Ad hoc changes to 30 hour pattern if less than 5 days - **£37.80 per day**

### **All Nursery Children**

- Contribution to snacks and enhanced resources - **£5.00 per term**

### **Nursery Hot Meals**

We are able to offer a hot meal to Nursery children attending for a full day.  
Meals are currently charged at **£3.00 per meal**.

### **Late Pick Up Charges**

This charge is applied where parents / carers are consistently late in picking up their child from school, nursery, after school activities or wrap around care. This does not apply to one off late pickups but to regular occurrence. We will inform parents / carers that further late arrival will constitute a charge.

Late pickups are charged at **£5.00 per 5 minutes late**.

### **School Uniform**

Uniform with the school logo is available to purchase directly from the school. Orders should be made via Scopay and must be placed and paid for prior to collection of items. There is not requirement to purchase uniform from the school and generic items following the Uniform Policy are readily available.

The following items are available at the prices shown:

Sweatshirts	£9.00
Cardigans	£10.00
PE Tops	£4.00
PE Shorts	£4.00
PE Bags	£4.00
Book Bags	£4.00
Sunhats	£4.00

We also provide pre-loved uniform at a cost of £1.00 per item, subject to availability.

### **Damage/Loss to Property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of Governors may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Purchase of Items**

Staff may purchase items of equipment where these items improve the discharge of their duty. Any item purchased must be in prior agreement with the Headteacher and the School Business Manager. In addition they must satisfy the following criteria:

- The item must be used for the discharge of duty
- The item cannot be readily borrowed from the school
- The item remains the property of Fairisle Infant & Nursery School and must be returned if the member of staff ceases to be employed by the school
- The cost of the item is to be met from the appropriate cost centre and will involve consultation with the appropriate subject leader.

No monies can be reimbursed without a receipt (including a VAT receipt where applicable).