WELLFIELD INFANT AND NURSERY SCHOOL

Charging and Remissions Policy

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Author	Joanne Thirkill
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We aim to provide a broad, balanced and enjoyable curriculum for all our pupils. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for our pupils.

Nursery additional charged hours

The charge is set to cover costs and is reviewed annually by the governing body to be in line with local authority guidelines and other providers.

Parents of three and four year old children are currently entitled to 15 hours of flexible provision in the nursery class free of charge. Where additional sessions are available, we offer extra hours above the flexible entitlement for which a charge is made. The rate for the academic year 2025/2026 is £16.00 per additional session, from September this will increase to £18 per session.

Some Nursery children will be eligible for 30 hours funding. This equates to slightly less than a full school week, (a full school day is 6hrs and 25 minutes). Parents and carers whose child is eligible for 30 hours funding that wish for their child to attend full time can do so by paying £17.50 per week (£3.50 a day) for the additional time. From September 2026 this rate will increase to £19 (3.80 a day)

Parents sign via an online form to agree to pay the charges for the hours requested and are asked to pay for additional sessions in advance on a termly basis for 30 hours entitled and half termly for 15 hours entitled. These charges with payment amounts and due dates are displayed on our website. There is no remission of charges if the child misses sessions through illness or family holiday. If the additional hours are no longer required, a half term's notice should be given.

Please note: All payments must be up to date at the end of each half term before additional sessions will be offered in the next half term. If parents/carers fall into arrears of payments, their access to the additional hours may be withdrawn by the Headteacher. In this instance, access to the additional sessions cannot be resumed until all monies owed are paid in full. In exceptional circumstances individual payment plans must be put in place. Parents and carers experiencing financial difficulties in keeping up with their payments should contact the school office.

School meals

School meals are provided free of charge for all Reception, Year 1 and Year 2. Nursery children are required to bring a packed lunch.

Milk

Children in our nursery and Reception classes are entitled to free milk every day in school up to the term of their fifth birthday. As a child reaches the term of their fifth birthday, the parent will be invited to pay for milk via Cool Milk. Children that are entitled to Free School Meals (means tested and parents apply through Trafford Council not the Universal Infant Free School Meals) are entitled to free milk in school.

Classroom materials

No charge is made for materials and equipment.

Educational visits

For visits occurring during the school day, the head teacher will invite a voluntary donation from parents to meet the cost of the visit. Parents will have the opportunity to make the donation in instalments. No pupil will be excluded if

parents choose not to contribute. Where the voluntary donations are insufficient to cover the costs involved, the educational visit may be cancelled.

Extra-Curricular Events
For some extra-curricular events occurring during the day involving visiting professionals, the head teacher will sometimes invite a voluntary donation from parents to meet the cost of the event. No pupil will be excluded if parents choose not to contribute. Where the voluntary donations are insufficient to cover the costs involved, the extra curricular event may be cancelled. Often the PTA will fund activities such as these.

Late Pickup

Parents and carers should collect their children from their exit points on time at **3.20pm for Nursery** and **3.25pm for Reception and KS1** when the school day finishes. We have no provision for extra childcare after this time unless your child is booked into Beyond The Physical Wraparound Care.

If a child is collected late, and they are already known and registered with Beyond The Physical, they may be taken there, in which case a £15 emergency fee will be applied in line with the Beyond The Physical charging policy. If a child is not known to Beyond The Physical, a member of school staff will care for them.

Where a child is unknown to Beyond The Physical and collected late repeatedly, or the collection time is significantly beyond the end of the school day, a charge of £5 for every 20 minutes may be applied at the Headteacher's discretion.

If you are over 1 hour late to collect your child and have made no contact with school, we will make a referral to the Trafford Safeguarding Team.

Tuition and Clubs
The Head Teacher is authorised to charge for the costs incurred of any club or tuition outside normal classroom activities e.g. dance club or football coaching.
From 1st April 2022, any external provider running a club outside of normal classroom activities will be charged a fee of £25 per session for the use of our venue. Examples are but not limited to Drama Club and sports/dance after school clubs. For providers that provide a very bespoke service e.g. Rock Steady that bring in many different instruments that school couldn't provide, we have an arrangement where they offer us 2 free bursary places for children that we feel would benefit from this tuition instead of the £25 fee. The cost of the bursary places is equal, or almost equal to, the charge of £25 per session.

Music Tuition
The school may ask for donations for teaching an individual pupil, group or class of pupils to play a musical instrument. The school can charge for musical instruments where the child's parent wishes him/her to own them.

Personal/Private Requests for Additional School Administration
The Head Teacher is authorised to charge for the staffing and resource costs incurred for any personal/private requests for additional school administration, such as photocopying.

Loss or damage relating to Books or Equipment
Parents of pupils who lose or damage books or equipment issued to them may be expected to pay towards the cost of replacement or repair. This is at the discretion of the headteacher.

Damage to School Property
Parents of a pupil who deliberately damages any item of the school property may be liable for the cost of repair or replacement. This is at the discretion of the head teacher.

Parents on Low Incomes

Schools have a duty to inform parents on low incomes and who are in receipt of certain benefits, (see list below), of the support available to them when being asked for contributions towards the cost of school visits.

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than
- £7,400 a year (after tax and not including any benefits you get)

If you are in receipt of any of these and would like to enquire about ways that we may be able to support you when asked for contributions to school life, please contact Mrs Gilliver, Mrs Crawford or Mrs Thirkill by emailing the school office.

Training

At Wellfield Infants and Nursery school we are committed to sharing our good practice supporting the development of students and teaching staff in schools. We offer courses and other training at the school as well as providing staff in service training at other schools in the local authority and beyond. In order to cover the costs for the preparation and delivery of our training there is a charge. The charges are currently set at the following rates:

Advertised training at Wellfield Infant and Nursery School FULL DAY COURSE - £75 per candidate

TWILIGHT SESSION - £30 PER CANDIDATE

Privately booked training

FULL DAY TRAINING FOR A GROUP - £550 HALF DAY TRAINING FOR A GROUP £300 TWILIGHT SESSION - £250 PER SESSION

*Where the training being delivered is being tailored to the school there may be an additional charge made for planning and preparation. This will be agreed between the Headteacher and the person making the booking.

There are also occasions where we are asked to provide a package of support and/ or training. In this instance the Headteacher will liaise with the person who is making the booking to agree the charge made. This policy is the responsibility of the Finance, Health and Safety and Buildings Committee on behalf of the Governing Body and is reviewed on a regular basis. This policy is made available to all parents on our school website.

Any concerns or problems with this matter are usually resolved very amicably through an informal discussion with the Headteacher or other staff at the school. This policy will be followed in accordance with our equality scheme and equal opportunities policy.

Version	Date
2.0	Updated May 19 – amended nursery fees for 30 hours full time to £2.50
3.0	Updated Feb 20 – amended Training costs
4.0	Updated Feb 21, ratified May 21 – increase in nursery cost and after school club, correction to milk
5.0	Updated Feb 22 – short holiday club session increased to £18.75 from Easter holidays and venue hire for external activity providers will be £25 per session from April 1st
6.0	Updated Nov 23 – Increased in Wishing Well Fee's effective from January 2024
7.0	Updated July 25 - Parents and carers whose child is eligible for 30 hours funding that wish for their child to attend full time can do so by paying £17.50 per week (increased from £15) £3.50 a day – increased from £3.00 for the additional time.
8.0	Updated January 2026 - Removed Wishing Well Provision as this no longer exists Rewrite the section on late pick up as a result of the provision of Wishing Well no longer being available Sale of Water bottles from the front office removed Clarified option of financial support for parents on low incomes Clarified that the late pick up fee is at headteachers discretion Increased cost of nursery provision in line with local competitors