



# Tudhoe Moor Nursery School

## Charging Policy and School fund

### **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the Early Years Foundation Stage provision.

### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

We currently ask for a voluntary contribution of £1.00 for school funds per week; this enables us to provide quality snacks, a birthday cake/gift, visiting artists, baking and helps towards subsidising school trips. Every child receives all of these extras to the curriculum regardless of whether school fund contributions have been paid or not. All children are treated equally. If school fund is unpaid, we do not request payment. However, if we did not receive sufficient funding to cover the cost of the weekly visits, we would have to stop providing this facility.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- visits to the theatre;
- visits to the farm, seaside etc.

### **Out of Hours Extended Services**

All of our out of hours care in excess of the 15 or 30 hours of flexible free entitlement and lunches are provided through our private day care company Jack in the Box. This allows us to provide a service for Parents and Carers to enable the children to stay for a full day or attend a session for longer hours than the entitlement. It is entirely at the discretion of each parent/carer as to whether the children attend these extra facilities or not.

### **Statement of policy for School Fund**

#### **Introduction**

The staff and Governors of Tudhoe Moor Nursery keep a school fund solely for the benefit of the pupils. This fund is provided by the parents on a total voluntary contribution system. All money collected is paid into a school fund bank account.

We also receive some donations from outside sources which are also paid into school fund. The nursery carries out a minimum of one large fund raising activity each year. This money is usually earmarked for a specific item but is placed in school fund until the item can be purchased.

#### **Entitlement**

Children at Tudhoe Moor Nursery are enabled to participate in an enhanced curriculum which is provided by extra funding from the School Fund.

#### **Aims**

The staff and Governors of Tudhoe Moor Nursery School aim to make good use of School fund by using the money to buy materials and equipment for the children. The remainder of the money each week is banked and detailed records are kept of all spending.

School fund money will be used for the following:-

1. To buy ingredients to allow the children to bake.
2. To buy healthy food for a snack at break time.
4. To subsidise school outings.
6. To buy any item that will enhance the curriculum that we have on offer.

### **Requirements**

The staff and governors of Tudhoe Moor Nursery are all aware as to what school fund money can be spent on. Any fund raising events which provide us with a large sum of money are discussed by the whole staff.

Staff must keep receipts for all expenditure and signed for before they are reimbursed.

An independent audit of the school fund books is undertaken every year and therefore precise records are kept of all income and outgoings.

### **Conclusion**

Tudhoe Moor Nursery is committed to implementing the above policy in order for any outside body to be sure that all money is accounted for at all times.

Date of review:	May 2023
Date of next review:	May 2024