



Comper Nursery School

**Charging, Remissions, Fees and
Arears Policy**

2025-2026

Updated:	Spring 2026	
Review:	Spring 2027	
Signed Chair of Governors:		Date:
Print Chair of Governors:	Sandra Voisey	Date: Feb26
Signed Headteacher:		Date:
Print Headteacher	Sarah Weaver	Date: Feb 26

Comper Nursery School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which:

- **Voluntary contributions may be requested**
- **charges will not be made.**
- **charges will be made**
- **charges may be waived**

2. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable or unwilling to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

3. No charges will be made for

1. An admission application to any maintained school
2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
3. Education provided on any trip that takes place during school hours;

4. Activities for which charges may be made

a) activities outside school hours

Charges may be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

When any trip is arranged parents will be notified of the policy for allocating places. We recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period.

1. Optional Extras

It is the policy of Comper Nursery School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activity or thing which will or may be charged for	Notes	Remitted or help available .
Charges will/may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them</i> ;	Eg. A clay model – a charge to cover the cost of the clay.	Help available
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Help available
Forest School Activities that happen outside the school environment	The cost, or a proportion of the costs, for teaching staff employed to run forest school and the possible rental of the environment if the activity cannot be funded completely by the school.	Help available

6. Remissions

To remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

7. Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right-hand column of the table above. Criteria for qualification for remission are given below.

Category A

Parents do not have to pay for school lunches if they receive any of the following:

- Income Support
- Income-based Jobseekers Allowance
- An income related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed the current threshold.
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

See link for more details <https://www.gov.uk/apply-free-school-meals>

Additional categories of parents may claim help with some costs in the following circumstances: - No further categories as of this policy review

8. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the term so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

How we will invoice you:

We invoice half termly, in the final week of each half term, for all sessions booked both on a regular and ad hoc basis within that period.

All regular and ad hoc booked sessions are chargeable and we are unfortunately unable to waive fees for any sessions missed unless there is an exceptional circumstance. This must be discussed on an individual basis with the Headteacher.



www.comper.org.uk
Hertford Street, Oxford OX4 3AJ Tel: 01865 245768
Office email: office@comper.oxon.sch.uk
Headteacher: Catherine King

All fees for nursery and after school club sessions must be paid within 14 days of receipt of your invoice.

Lunch fees are also invoiced in the same way and payment is required within 14 days of receipt of your invoice.

How to pay:

Fees may be paid in the following ways

- Via BACS
Lloyds Bank account: **OCC-Comper Foundation Stage School**
Bank Account no: **00677405**
Sort Code: **30-00-02**
- Via Employer Childcare Voucher Schemes
- Via Tax-Free Childcare Government Scheme

You may be entitled to free childcare or help towards your childcare costs provided by the Government. The following websites may be helpful:

www.gov.uk/working-tax-credit

<https://www.gov.uk/check-eligible-free-childcare-if-youre-working>

<https://www.gov.uk/tax-free-childcare>

<https://www.gov.uk/guidance/universal-credit-childcare-costs>

<https://www.childcarechoices.gov.uk/>

Please contact the school office who may be able to provide you with further advice about your entitlement and what we can offer you.

How the fees are set:

- The fees that we charge cover the costs of caring for your child. They also cover such things as staff salaries, heating and lighting, snacks, educational and play equipment.
- Nursery are not profit making and any surpluses made will be reinvested back into the Nursery.

Changes to your childcare fees:

We review our childcare fees annually and we will give you at least one month's notice of any changes to our fees.

If you are having financial difficulties:

If you are having difficulty paying your fees you must contact the Comper office as soon as possible and we will do what we can to help. For example, we can arrange for you to pay in manageable instalments by setting up a payment plan. We may also be able to signpost you to other sources of advice or support.



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Organisations that can give you free financial advice include:

Oxford Citizens Advice Bureau

<https://www.citizensadvice.org.uk/about-us/contact-us/local-citizens-advice/0014K000009ESX9QAO/>

National Debtline

0808 808 4000

<https://nationaldebtline.org/>

Oxfordshire Welfare Rights Barton Advice Centre

Barton Neighbourhood Centre

Underhill Circus

Headington, Oxford

01865 744165

<https://www.oxfordshirewelfarerights.com/>

Fee Arrears

If fees remain outstanding the following action will be taken:

- If your fees are outstanding for more than 14 days, Comper will contact you by e-mail (1st reminder) to advise you of your outstanding fees. You shall be asked to make payment within 7 working days or to come and discuss the matter further.
- If the matter is discussed further and an alternative payment plan agreed, Comper will make regular checks (according to the terms of the plan) to ensure that this is being followed and regular payments being made. Failure to stick to the payment plan will result in a 2nd and final reminder before legal action could be taken.
- If, within 7 days after your first reminder, you fail to make your required payment or come in to discuss the matter, Comper shall send a second and final reminder giving you 7 working days' notice of termination of your child(ren)s place(s).
- If after the 2nd and final reminder, the outstanding childcare fees have still not been paid then your child(ren)'s place(s) will be withdrawn, and your debt referred to the Oxfordshire County Council solicitors for appropriate action.
- Re-admission to Nursery or After School club, once outstanding fees have been paid, shall be subject to the admissions policy and to availability. We cannot hold a place open whilst waiting for fees to be paid.