

**Trinity Nursery School**  
**Charging and Remissions Policy**



**Adopted by Board of Governors on: 10.06.21**

**To be reviewed on: 10.06.24**

**Signed by the Principal:-----**

**Signed by Chair of Governors:-----**

<b>Version</b>	<b>Date</b>	<b>Revision Author</b>	<b>Summary of Changes</b>
2	02.06.2021	S. Alexander	Change to electronic evidence of payment



## **Introduction**

The Charging and Remissions Policy for Trinity Nursery School is reviewed by staff and the Principal and endorsed by the Board of Governors in line with our Policy Review Cycle.

## **Rationale**

The curriculum at Trinity Nursery School is provided completely free of charge. In accordance with the Education Reform (NI) Order, 1989, it is necessary from time to time to request contributions of monies from parents, on a voluntary basis, as a means of providing enrichment to our curriculum.

## **Policy**

It is the policy of the Nursery to:

1. Seek from parents a weekly voluntary contribution to a school Healthy Eating and Enrichment Fund. These monies are to be paid to the Nursery on a half-termly basis and used to provide a wide range of items to enhance the educational experiences of our children and support the curriculum throughout the school year.  
*(NB. Please refer to the Enrichment Activities Policies for details of the weekly voluntary contribution).*
2. Seek from parents, on occasions, a voluntary contribution towards the cost of some visitors to school or educational trips out of school. In every case part of the cost per child for these enrichment activities to be subsidised by the Nursery.
3. Facilitate optional after school activities. In such instances parents enter into an arrangement with the facilitator and agree to fund their child for the activity. Monies to be paid directly to the organisation.

In cases where the Board of Governors become aware of a family who may be facing financial difficulties exceptions to the Charging and Remissions Policy may be agreed.

All monies received from parents are sent electronically and therefore both parties automatically have a receipt for payments. Such monies are audited on an annual basis by the school's Board of Governors.