

Butler's Hill Infant & Nursery School



SCHOOL PROSPECTUS 2026-2027

Address: Broomhill Road,
Hucknall,
Nottingham.
NG15 6AJ

Telephone: (0115) 952 5904
Email: office@butlershill.notts.sch.uk

Head Teacher: Mrs Rachel Hallam

Chair of Governing Body: Mr P Kiddy

Type of School: Co-educational Day School for pupils aged 3 to 7.

This prospectus tries to answer as many questions as possible, but it can only provide a brief snapshot of the school. Please do not hesitate to contact me if you have any further questions or would like to make an appointment to visit.

In the meantime, we will look forward to meeting you and welcoming you and your child to Butler's Hill Infant & Nursery School.

Rachel Hallam
Head Teacher



Welcome to Butler's Hill Infant & Nursery School

Vision Statement

At Butler's Hill we seek to inspire children to, 'Dream big, aim high', to have high aspirations and believe that they can make a difference in this ever changing world. Our vision is to ensure that our pupils receive the very best education, to realise their potential, in a supporting and caring environment, enabling them to lead a full, purposeful and happy life. Through our vision, we aim to EQUIP our pupils with the best set of key skills and knowledge, delivered by 'High Quality, High Impact' teaching and learning. EMBEDDING this through an engaging, purposeful and challenging curriculum. ENRICHING pupils' learning experiences by providing a wealth of opportunities to motivate and inspire them to become life-long learners.

Mission Statement

We believe that high expectations, respect and a love of learning, contributes to success in school and in later life. Through our engaging curriculum, personalised learning and supportive community, we enable our pupils to flourish, feel safe and believe in themselves.

Our motto

Dream big, aim high!

Our school values foster: Respect, Responsibility and Resilience

Butler's Hill Infant & Nursery School Aims:



We are Caring



We are Creative



We are Confident

At **Butler's Hill Infant School** we work closely with **Broomhill Junior School** and the Children's Centre. Together, on this site, we provide many high quality services for children and families:



- The on-site Family Hub. Telephone (0115 9773748) for more information.
- Breakfast Club, (free for Free School Meal Children)
- A range of after school clubs
- Before school clubs and holiday activities
- Excellent sporting facilities
- Lime Trees After school provision
- Health and family support.
- A farm (Broomhill)
- Forest school (Butler's Hill and Broomhill)

All staff work hard to provide a secure and happy atmosphere in which all children can grow and learn. We have an excellent working partnership between parents, governors and staff - by working together and supporting each other we can ensure that our children have a happy and successful time with us.

Message from the Governors

The Governing Body of Butler's Hill Infant School is a group of people chosen to represent the pupils, parents, staff, the local community and the local businesses. We all work together for the benefit of the school, pupils and staff. Many hours of time are given voluntarily to meetings and separate group discussions managing the school's finances, planning for the future and making sure that your children enjoy their first learning experience in a happy and safe environment.

To all parents we would like to say:

Please feel a part of the school - Your School - and do not hesitate to approach members of staff or governors if there is anything that concerns you regarding the welfare of your child or the organisation of our school. If you have any ideas or suggestions please let us know!

We aim to do our very best in a caring and responsible manner to provide high quality education for all.

Admission Arrangements in Full

<https://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>



STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2025-2026

In the event of oversubscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school.

1. Children looked after by a local authority and previously looked after children
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school
3. Other children who live in the catchment area at the closing date for applications
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
5. Children who live outside the catchment area

Special Consideration

For applications for all Nottinghamshire community and voluntary controlled schools the following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The appropriate designated officers will consider each case on its merits and determine the allocation of any such place on the basis of written evidence. Admission under 'special circumstances' will take precedence over all but the first numbered criterion.

Distance Measurement and Tie-breaker

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using the local authority's computerised distance measuring system.



Admissions to year groups other than the intake year

Admissions will normally be agreed up to the published admission number which applied for the normal year of intake. If there are more applications than places available, the admission oversubscription criteria will be used to determine which places will be offered. If applications are refused at any school which is listed higher than the one offered, parents/carers are given the right to appeal.

Nursery Admissions

Children are usually admitted to Nursery at the beginning of the term after their third birthday. We do ask that you put your child's name onto the waiting list as early as possible so we can plan ahead. In the event that the Nursery is full children are admitted to the Nursery from the waiting list, in age order, once places become available.

Nursery Session Times:

8.40 am. to 11.40 am.
12.20 pm. to 3.20 pm.



The Nursery

Nursery children are entitled to a free early year's placement of 15hrs per week. At Butler's Hill Nursery, this can be taken daily as 3hrs per day in either a morning or afternoon session. Some children are entitled to 30hrs provision - we are able to offer this at Butler's Hill, should you be eligible. More information about 30hrs funding can be found at <http://www.nottinghamshire.gov.uk/latest-news/extended-childcare-provision-for-three-and-four-year-olds> .

In Nursery children follow the Early Years Foundation Stage curriculum, in which there are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are: communication and language, physical development and personal, social and emotional development.



We also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are; literacy, mathematics,



understanding the world and expressive arts and design. The areas are all taught through a loose topic based framework, which is enhanced by the children's initiated 'In the Moment' learning alongside planned learning experiences. Providing opportunities to; develop essential speaking and listening skills.

Infant Session Times:

8.45 am. to 3.15 pm.

Foundation 2



Children usually join the main school in the September *after* their fourth birthday. They spend three years in the infant classes. The classes are currently organised by year groups, but this is dependent on numbers.

Foundation Stage 2 is the year group your children first go into when they start full time education. The curriculum in this year continues to be mainly play based, building upon the communication and language, physical development and personal, social and emotional development; learning and experiences the children have had in Nursery, with a specific focus on early reading, writing and maths skills development.



Year 1 and 2



The children then move on through Year 1 and Year 2 where they are taught through a carefully planned, relevant, thematically linked curriculum, which ensures coverage of the National Curriculum subjects in a fun and interesting way.

Providing opportunities to; develop essential English and Mathematics skills, develop self-help and life skills, including how to keep safe and stay healthy, to use ICT to support teaching and learning and to give children the chance to develop aspirations through learn outside the classroom as often as possible.

On completion of Year 2 most children transfer to Broomhill Junior School which is on the same campus. Close links are fostered with the Junior School in order to ensure continuity for the children.

In the Classroom

Classrooms are busy places, where lots of activities may be happening at the same time. Teachers use many different ways to help children learn. Children may work:

- as a whole class
- with others in a group
- on their own

The process of doing; investigating, problem solving, is more important than the end product.

The school is well equipped with resources; it keeps up to date with new technologies and has a good system of renewal and replacement to ensure that equipment is of a high quality.

Visiting Arrangements

Parents and children are very welcome to visit the school prior to starting. The Head Teacher and staff endeavour to meet with parents or carers at mutually convenient times. Parents of Nursery and infant children are invited to special information meetings prior to starting school, this is an opportunity to tour the school and meet teachers and children. A series of visits are arranged for the children in the half term before they start nursery/school. Home/school liaison is crucial to your child's success at school - parents are welcomed into school at the end of every day, Parents Evenings, Class Assemblies, as well as social events, are also held throughout the year.



Attendance

Regular, punctual attendance is essential for all children. If your child is absent please telephone school to explain why they are absent from school, as we have a legal obligation to account for all absences. Attendance at school is a shared responsibility of parents, schools and the Local Authority. Children need an attendance rate of **97%**, if they are to make good progress.

Nursery: Attendance at the Nursery is not statutory; however, poor attendance often means that children struggle to build relationships and are slower to develop their early reading, writing and number skills. Frequent unexplained absences may lead to the place being offered to the next child on our waiting list.

Infant: Infant attendance is statutory for children from the beginning of the term after their fifth birthday. Parents of children with unsatisfactory attendance will be referred to Targeted Support - parents of children with poor attendance may be fined.

Holidays: Head Teachers are no longer able to authorise holidays during term time, (unless in exceptional circumstances). Anytime taken off for a holiday will be unauthorised. However, if you do take your child out of school please complete a holiday form, before starting your holiday, as we feel it is best for your child if they are able to be open and honest about the reasons for their absences. If we do not receive formal notification in the form of an email or letter, but have evidence that you are on holiday then the below remains the same.

- Should you still choose to take a family holiday in term time, the absence will be unauthorised. Please Note; both Nottinghamshire County Council and the Department for Education have stated that from August 2024 - Fixed Penalty Notices must be considered for all absences from school during term time for holidays, leisure or recreational purposes, when the national threshold of 5 days/10 sessions over a rolling 10-week period are reached. In some circumstances the Local Authority may decide a prosecution via Magistrates court is more suitable for instance, when there are lengthy or repeated periods of absence. This would include circumstances where a parent/carer has already had 2 fixed penalty notices for the same child over a 3-year rolling period.

Late Arrival: Parents are requested to call at the office to register a child when arriving late. It is important for your child's progress for him/her to arrive on time. Late letters will be given out to persistent late comers.

Collection of children: Children use the playground entrances at the start and end of sessions. All children are encouraged to line up with their peers at the start of the day and are collected from their classrooms at the end of the day. If you need to collect

your child for an authorised appointment, (Doctors, Dentist Speech Therapist etc), during a session, please use the main entrance and call at the office in order to "sign out" your child. Please ensure we know you will be collecting your child early.



Ofsted Inspections

The school has received 5 positive reports. The last, in March 2023, recognised we continue to be a '**GOOD**' school.

Assessments

Ongoing assessment of children in school is used to inform planning and teaching; pupils are also assessed formally and some assessments are reported in line with The Education (Schools) Act. The Reception Baseline is administered within the first 6 weeks of children starting Foundation 2. Early Years Foundation Stage Profile Scores are collated and reported at the end of the Foundation Stage. At the end of the year all Year 1 pupils are screened to assess their phonics skills and all Year 2 pupils are assessed in a number of National Curriculum subjects against **age related expectations**.

Equality Act 2010 Policy Statement

The school, staff and Governors have worked hard to establish an Equality Act 2010 Policy Statement. Each child in school is treated as an individual in terms of his or her own skills and personal qualities. All staff and Governors are committed to promoting equality and tackling unlawful discrimination. Bullying and Racist behaviour is not tolerated in the school and the school has a rigorous policy for dealing with such incidents.

This policy statement has been developed to help us:

- Eliminate unlawful discrimination, harassment, victimisation and other prohibited conduct
- Advance equality of opportunity between those who have a protected characteristic and those who do not
- Foster good relations between those who have a protected characteristic and those who do not



Sport

A range of sporting opportunities are available for our children both in and out of the school day. Athletics, gymnastics, dance and games feature in our P.E. teaching programme alongside Fun Fit, athletics, judo and multi-skills after school. Social skills, necessary for team events, are promoted through all areas of our curriculum. All infant pupils are encouraged to participate in school sporting events and engage with 30 active minutes daily both in and out of school!

A range of after school and lunchtime clubs are run throughout the year e.g. Yoga, Art, Games, Skipping, Fun Fit, Judo, Dance, Book Club, Gardening and ICT club etc. Not all clubs run all year, so please, enquire about availability of places.

Sex Education

The Staff and Governing Body have developed an SRE, (Sex & Relationship Education), Policy in consultation with parents and pupils. Currently, SRE is taught through the Science and PHSE curriculum; questions are dealt with sensitively and honestly as they arise. Any parental concerns should be expressed to the Head Teacher.

Religious Education

An Assembly takes place every day, it is based broadly on Christianity, Christian morals, British Values, our school values and Jigsaw with references to other faiths when appropriate. Collective worship is coordinated by the Head Teacher and a wide variety of themes and activities are used to ensure a high quality experience for all the children, regardless of background.

The school has no affiliation to any particular denomination, but has strong links to the local churches. If you do not wish your child to participate please see the Head Teacher and other arrangements will be made. Religious Education is taught through cross-curricular topics. Great efforts are made to encourage children to develop spiritual, moral, social and cultural awareness throughout the curriculum.

Special Education Needs

There are times when children may need extra help. This may be given within the classroom or in individual or small group situations. Staff are employed to give extra support to those children most in need. A programme of support is organised, matching the needs of the individual within the resources available. Parents play a key role in this programme, which is kept under regular review. Outside Agencies are consulted as necessary and further support is accessed.

Our modern school building, of which we are proud, is designed to be comfortable and fully accessible to all children including those with physical disabilities.



School Dress



We like children to wear our school colours, which are bright red, grey and white - suitable items can be bought at very reasonable prices from local supermarkets. However clothing with the school logo is also available from "Hucknall Sports" on Hucknall High Street. **Please ensure that all items of clothing are marked with your child's name.**

Butler's Hill is a member of the OPAL play scheme in which children have the opportunity to play in water and sand during their lunchtime break. Children wishing to access this play would require wellingtons and a waterproof coat. In summer we encourage children to wear sun hats.

Children require plimsolls, shorts and a t-shirt for P.E. Children should not wear jewellery in school and we cannot accept responsibility for any items brought. One pair of earrings is acceptable, but all earrings should be studs. **All jewellery; earrings, rings and including watches, must be removed for P.E. for safety reasons.**

School Meals

All children in full time education are entitled to a free school meal. All meals are nutritionally balanced and cooked on site. Menus are displayed in the school library/noticeboards. Alternatively, your child may bring a packed lunch in a clearly labelled lunch box. Drinks may be included, but **no fizzy drinks, cans or glass containers please.** Water is supplied if required. Any uneaten food is left in the lunch box, so you know what your child has eaten.

Lunchtimes

A Play Leader is employed at lunchtimes to provide interesting and fun activities for children to do during the break.

School Milk and Snacks



Currently, milk is supplied by 'Cool Milk' for a nominal charge each term, (free for children under 5 years). All children need to be registered with the company at www.coolmilk.com, money is collected by them at the end of the preceding term. All children are provided with free fruit to eat at playtime. Children have access to drinking water throughout the day.

You do not need to provide alternative snacks or drinks for your child.

Breakfast Club

My Lunch Time Staff and Teaching Assistants run Butler's Hill Breakfast Club daily from 7.30am in the school hall. We provide a selection of healthy breakfast options and sessions are charged at £4 per child. Please pre-book sessions via our booking system by emailing breakfast@butlershill.notts.sch.uk.



Pupil Premium Funding

We receive additional funding for all pupils, (in Nursery and School), whose parents are in receipt of Universal Credit. This additional funding is used to subsidise trips, keep our pupil/adult ratios low, provide free child care before school for school aged children and free milk for those over 5 years.

To apply you need to phone **0300 500 80 80**, register online at <https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk> or pick up a form from the School Office. We must receive notification from the Local Authority before giving free breakfasts/milk.



Child Protection

All schools are required to follow a set procedure to safeguard children.

Head Teachers are required to refer their concerns to Social Care for further investigation, so that children at risk can be identified quickly and kept safe.

This procedure is intended to protect children from all forms of neglect, abuse, exploitation and radicalisation. When a school refers a concern about a pupil to Social Care they are not making accusations, they are requesting an investigation.

If circumstances in your family change after admission please inform the Head Teacher. Confidentiality is respected; even so the Head Teacher should always know the names and addresses of all persons having parental responsibility.

Health and Safety

The school has a very comprehensive Health and Safety Policy, which is regularly reviewed. The school purchases support and advice from qualified Health and Safety officers of the Local Authority.

Accidents and Illness

The well-being and care of the children is the concern of all members of staff. All accidents are recorded and reported. Current addresses, telephone numbers and two contact points are needed for all children at all times. If we cannot contact you, senior staff act as responsible parents and will seek medical attention if necessary. If your child is ill please keep him/her at home. Medicines are only given to children by staff in school after arrangement with the Head Teacher - usually only medicines prescribed by the Doctor and those to be taken at least four times per day are administered. Inhalers are kept in the classroom and can be accessed by children at any time.

Discipline

Throughout the school day all our children are carefully supervised by the staff. Good behaviour is encouraged and promoted at all times. The school has a detailed Behaviour policy. In the case of difficulties parents will be informed and encouraged to help resolve the problem.

Staff and Governors believe that children need to develop self-discipline if they are to become caring, responsible adults. We use many different strategies to promote good discipline and use of our school rules is just one of many strategies we employ!



At Butlers Hill Infant & Nursery School we care for everything and everybody.

- **Kind Hands**
- **Kind Feet**
- **Kind Words**

We ask parents for their support in our efforts to ensure that our school provides a happy, orderly and caring environment for all pupils. We consider the support of all parents to be essential in achieving this kind of environment. At Butler's Hill we employ positive behaviour strategies which are intended to minimise the likelihood of this behaviour. All incidents, which come to the attention of a member of staff, are dealt with firmly and fairly with appropriate involvement of the Head Teacher and parents/carers. A booklet explaining our policy and procedures is available for parents. **Bullying is taken very seriously at school, so please raise all concerns with staff, so they can be dealt with properly.**

People in School

Many different people care for children in school, they are; Teachers, Teaching Assistants, Parents, Mid-day Staff, Students, Governors, Clerical Staff, Kitchen Staff, Site-Manager and Cleaners.

In school we train students. These students help us and work from the teacher's directions. We also have regular visits from; School Nurse, Support Services, Educational Psychologist and others.

Parents

The home-school partnership is one of vital importance. We employ a range of strategies to communicate with parents; Class Dojo, text messaging, emails, monthly newsletters, curriculum newsletters, daily feedback from class teachers, home/school diaries plus the school website at www.butlershillinfantandnurseryschool.co.uk. We gladly welcome parents in to school to help with many activities.



Please come to our:

- Parents Evenings
- Themed days e.g. International Day
- Parents Workshops e.g. Reading, ICT, Art
- Big Read Events
- Concerts
- Assemblies
- Fund raising events

If you would like to help with classroom activities, please, see your child's class teacher or any member of staff.

Photographs

Pupil's photographs are not forwarded to the media or used in school documentation or displays, unless parental permission is given.

Public Access to Documents

Teachers keep very detailed records of each child's progress and will share this information at parent's evenings and in annual reports. If you wish to discuss your child's progress at any other time please speak to you child's class teacher.

In addition, you may request to see:

- Department for Education documents
- Local Authority Guidance documents
- School Curriculum policies
- School procedures for dealing with complaints
- The LA's procedure for dealing with complaints about the curriculum

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. Ask the school office to let you see the scheme or provide you with a copy free of charge.

Worried? Concerned?

If you are concerned about your child's learning or general welfare please contact school, we will do what we can to help. We prefer to talk about little worries before they become big ones. In the event of a problem the first point of contact is usually the child's Class Teacher, but the Head Teacher is also available. We cannot promise to keep everybody happy all the time, but by working together and helping each other we can

provide the very best education for your children. If a complaint cannot be resolved with the class teacher/head teacher parents should request a complaints form - all complaints will be dealt with in accordance with the Complaints Policy - see the website.



Charging Policy

The Governing Body has adopted the LA policy for charging and remissions. Please see attached appendix 1.

DISCLAIMER

Information contained in this prospectus was correct in relation to the school year 2023-2024 at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this prospectus or in any particular part of them before the start of the school year 2024-2025 or in subsequent years.

Date of issue October 2024



Appendix 1

NOTTINGHAMSHIRE LOCAL EDUCATION AUTHORITY

Charging and Remissions Policy

GENERAL PRINCIPLES

1. Nottinghamshire County Council is committed to the principle of free education at the schools it maintains and believes that central to this principle is an entitlement curriculum to which all pupils should have free access as of right. Nottinghamshire County Council schools are resourced accordingly. It is not expected therefore that schools will charge for activities which have been resourced through their budgets.

2. The County Council recognises the valuable contribution schools can make to the range of educational experiences offered to their pupils by organising a range of visits and other non-classroom based activities, either inside or outside school hours. The County Council accepts that in these circumstances it may be necessary for a school to seek financial contributions from parents if the expenses of a particular activity cannot wholly be contained from within the funds normally available to the school.

3. In arranging activities for which a voluntary parental contribution may be sought, the County Council expects each school to bear in mind whether the requested contribution is reasonable and within the scope of the majority of parents of pupils at the school.

4. The County Council expects schools to operate within the law and not charge for those activities for which, legally, charges cannot be made. Within these legal constraints, however, the County Council recognises that each school governing body is responsible for its own charging and remissions policy. The County Council would wish to encourage school governing bodies, in determining their policies in this respect, to be mindful of the financial circumstances of pupils and their parents. The County Council would also wish to remind school governing bodies that pupils may be assisted, at the governors' discretion, from the school's budget or other funds at their disposal and that pupils must not be excluded from any school activity that extends or enriches the curriculum for their class or group because they have not made a contribution to the cost.

CHARGING POLICY

General position

5. In recognition of its commitment to free education, Nottinghamshire County Council does not normally charge pupils or parents for any activity which it directly organises, except in the circumstances described in this document.

School governing body responsibilities



6. The responsibility for charging for other school activities, for which charges are permitted under the Education Act 1996, rests with each individual school governing body, although the County Council expects that in determining their charging policies school governors will be mindful of the general principles set out in this document.

Activities organised by the County Council

7. The Council may from time to time directly provide various activities and rehearsals for those pupils at its schools who are members of the LA's 11th session arts workshops. A similar range of activities may be organised for registered pupils who participate in various performance activities organised by the County Council.

8. Pupils participate in these activities on a voluntary basis and the County Council reserves the right to make charges, where these are permitted by the Education Act 1996, in the following circumstances:

Residential activities held during school hours

Charges may be made at the discretion of the County Council for the board and lodging element of any residential activities which take place during school hours. Any such charge will be calculated by reference to the actual cost of providing board and lodging for each pupil; no other costs will be covered by the charge.

Any remission arrangements for activities of this type will be at the discretion of the Director of Children and Young People's Services, except in the circumstances described in paragraph 14 below. No pupil will be excluded from any of the activities due to an inability to pay.

Activities held outside school hours

Charges may be made at the discretion of the Council for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating in the activity. The cost of other pupils participating in the activity will not be included in the charge. The charge may however include an appropriate element for the following, as appropriate:

- The pupil's travel costs;
- The pupil's board and lodging costs;
- Non-teaching staff costs;
- Materials, instruments and other equipment;
- Entrance fees to places of interest;
- Insurance costs;



- The expenses only of any participating teachers engaged on a separate contract for services to provide the activity.

Any remission arrangements for such activities will be at the discretion of the Director of Children and Young People's Services.

The Nottinghamshire Learning Centre (Pupil Referral Units)

9. NCC manages a Learning Centre (PRU) located at 4 main sites across the county, for children with behaviour difficulties, which are not attached to a specific school. The Council's charging and remissions policies for any activities arranged for registered pupils attending these units are explained in the appendix attached to this document.

REMISSION POLICY

10. The Council has determined the following policies which partly or wholly remit certain charges which may be payable by pupils and their parents. The remission policy set out below relates to pupils attending schools maintained by Nottinghamshire County Council and in certain cases is only available to those pupils who actually live in Nottinghamshire.

Sports clothing

11. The Council's school clothing assistance scheme which is under review, currently provides for assistance to be given towards the cost of a pupil's clothing, including sports clothing, where the pupil's parents are eligible for certain benefits and can demonstrate exceptional circumstances. Only pupils who live in Nottinghamshire are entitled to assistance under this scheme.

11th session arts workshops

12. The Council provides a range of 11th session arts workshops for pupils outside normal school hours. Pupils are expected to meet their own travel costs. However, the County Council operates a scheme of financial assistance towards the travel costs of those pupils who are entitled to receive free school meals or school access grants. The current level of assistance given amounts to the full travel costs involved less a defined parental contribution. The parental contributions are reviewed annually.

Outdoor and Environmental education

13. The Council provides a range of day and residential outdoor and environmental education centres for pupils attending Nottinghamshire Council schools. Schools are charged a proportion of the running costs for the centres. These charges are, however, partially remitted, in the case of visits which take place mainly during school hours, to reflect the number of pupils attending who are eligible for free school meals.



Board and lodging charges for residential trips

14. Any charges for board and lodging for a residential trip, within the terms of the schemes outlined above, will be fully remitted either by the Council or the school governing body, depending upon who funds the visit, provided that the activity:

(i) Takes place during school hours, OR

(ii) Forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours and the parents of the pupil are in receipt of:

- Income Support
- Income-based Job Seeker's Allowance
- An income-related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and has an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- For Nursery, Reception, Year 1 and Year 2 pupils only (*subject to final Parliamentary approval by September 2010*): in addition to the above, families receiving Working Tax Credit and with an annual income that does not exceed £16,190 (as Assessed by HM Revenue and Customs)
- The Guarantee element of State Pension Credit

The School Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.