



*The caring path to achievement,  
reflecting the values of Christ.*

Headteacher – Mrs Diane Bate  
Chair of Governors – Mr J Mitchell

# Charging & Remissions Policy

Re-adopted Summer 2017

Signed : .....(Chair)

Signed: .....(Headteacher)

# Charging & Remissions Policy

## 1 Introduction

Education provided by the school during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities including:

- any materials, books, instruments or equipment, where the child's parent wishes their child to own them;
- optional extras (see below); and
- music and vocal tuition, provided to individuals or small groups.

## 2 Aims and Objectives

The aims of this policy will:

- set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
- clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

## 3 Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras, an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

#### **4 Voluntary contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. 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 or carers 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 do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

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

- visits to museums;
- fieldtrips and research visits;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.

#### **5 Residential visits**

If the school organises a residential visit in school time, or mainly in school time, **which is to provide education directly related to the National Curriculum**, we do not make any charge for the education or travel expenses. However, we can charge for board and lodging but the charge must not exceed the actual cost. Parents in receipt of certain benefits are exempt from paying the cost of board and lodging. If we cannot raise sufficient funding through contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

## **6 Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We give parents and carers information about additional music tuition at the start of each academic year.

## **7 Swimming**

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, nor do we ask for a voluntary contribution from parents and carers to cover the cost of transport. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

## **8 Additional sports clubs**

The school does routinely offer additional football and rugby coaching after school run by members of staff. We do not currently charge pupils for this. If outside sports providers run clubs, then a charge is usually made.

## **9 Breakfast & After School Care Club**

Charges are made for pupils who access the above clubs. These clubs do not form part of the school's delegated budget and are self funding. Please see Appendix 1 for charges. Identified pupils may access the clubs which will be paid for through pupil premium. Current breakfast and after school care clubs are registered for 3-11.

## **10 Nursery Wrap Around Care Club and pre-school**

Charges are made for pupils who access the above club. These clubs do not form part of the school's delegated budget and are self funding. Please see Appendix 1 for charges. Children aged 2 who wanted to access wrap around outside of the core hours 8.45-3.30 would need to be accommodated within the nursery unit.

## **11 Monitoring and review**

This policy is monitored by the governing body, and will be reviewed every three years or sooner if necessary. The main body of the policy may still be current but we may need to update Appendix 1 more frequently as changes occur.

## PRICING STRUCTURE FROM 1 SEPTEMBER 2017

This policy takes account of the costs of providing childcare places. A major factor affecting the overall charge is the cost related to staffing in order to meet statutory requirements of staff to child ratios and levels of qualification.

Children aged 3 and 4 who attend our Nursery and pre-school provision will be accommodated outside of core hours of 8.45-3.30 within the after school club

### Pricing Structure

#### Extended Day Care 2, 3, 4 year olds

Cost	Timings
<b>£3.50</b>	<b>Lunch only 11.45-12.30</b>
<b>£15</b>	<b>8.45-11.45 or 12.30-3.30</b>
<b>£30 or 30 hours FEEE</b>	<b>8.45 – 3.30</b>

#### Breakfast Club

Cost	Timings
<b>£3.50</b>	<b>8 a.m. start</b>
<b>£4.50</b>	<b>7.30 a.m. start</b>

#### After School Club

Cost	Timings
<b>£8</b>	<b>5.30 p.m. finish</b>
<b>£9</b>	<b>6 p.m. finish</b>

#### Holiday Club

Cost	Timings
<b>£14</b>	<b>7.30-12.45 p.m.</b>
<b>£14</b>	<b>12.45-6 p.m.</b>
<b>£27</b>	<b>7.30-6 p.m.</b>
<b>£16</b>	<b>9-3 p.m.</b>
<b>£130</b>	<b>Full day/full week Mon-Fri</b>

A late collection fee of £5.00 per 15 minutes will be charged for each child collected after the end of their booked session unless changed in advance and relevant cost paid.

In order to secure consistent, high quality childcare places, families will need to commit to regular attendance. Where children are absent due to holiday or sickness their parents will be expected to pay the full fee as staffing ratios will need to be maintained. In most cases fees will be collected weekly prior to sessions being undertaken. Four weeks' notice is required for termination of the arrangement, except in exceptional circumstances. Children who transfer to another school will no longer be entitled to attend our clubs so no notice will be required.

All parents/carers using the facilities will be asked to sign a contract detailing payments and procedures. Limited places may be available for use on an ad hoc basis without entering into a formal contract.

We accept salary sacrifice schemes including Busy Bees and Accor for payment. We are also a registered Tax-Free Childcare Provider.

Childcare costs cannot be met from the school's delegated budget and the school must be able to demonstrate sustainability for any childcare places developed.

## **HIRE OF PREMISES DURING SCHOOL HOLIDAYS**

### **Hire of school hall**

<b>£12 per hour</b>
<b>£70/day (8.30-3.30)</b>
<b>£50/per half day (8.30-12 or 12-3.30)</b>

### **Hire of school field**

<b>£10 per hour</b>
<b>£50/day (8.30-3.30)</b>
<b>£35/per half day (8.30-12 or 12-3.30)</b>