

Nether Edge Primary School

Charging and Remission Policy

Review & adopted:

Next Review:

Nether Edge Primary School

Charging and remission policy

Introduction

All aspects of school, which are regarded by the Governing Body to be an entitlement, will be free. This includes:

- All basic materials such as pencils, paper and books
- 15 hours free provision for nursery aged children
- Access to playtime equipment

Children will be charged for certain activities. These are:

- Activities not run by the school or the local authority
- Residential activities
- Entering children for public examinations (e.g. music) and the cost of providing individual tuition
- The cost of some materials (e.g. food technology or textile work)
- After school activities
- Educational visits and visitors

Wherever possible, governors and staff at school will seek additional or alternative sources of funding in order to ensure that costs to children and their families are kept to a minimum.

Educational visits, residential and visitors

Educational visits and visitors make a significant contribution towards learning and teaching. All educational visits and visitors will be arranged as part of a whole school approach so that there is a balance of experiences and activities.

A budget is allocated to each class and the remainder of the cost must be provided by parents and carers. Each class will have a maximum amount per year to which parents will be asked to contribute. In planning the use of educational visits and visitors, staff should be aware of the overall programme. The total cost of any visit or visitor must be considered in the light of the overall budget for the year and the maximum amount parents will be asked to contribute.

All residential visits will require a non-refundable deposit to secure a place. This deposit will usually be no more than 20% of the total cost. If a child doesn't attend the residential and doesn't give reasonable notice for school to fill the place, the deposit will be used to contribute to the cost of that place. If there is a waiting list and the place is taken by another child, the deposit will be refunded.

A discount is provided for residential trips to those families whose children receive the government's pupil premium or have multiple children (more than 1) attending the school. This has been agreed with a parent working group as 20%. The pupil premium income will cover that discount and school subsidises children in large families.

Families who are finding it difficult to meet the charged amount, and who are in receipt of the pupil premium, should meet with the Headteacher to discuss a solution in which a reasonable contribution will be requested.

Out of school activities can also contribute towards the learning experience for all children. Each out of school activity will be assessed in terms of

- The key purpose
- The target audience
- Whether or not it is a "new" activity and so may need to be trialled with full subsidy from school. School will seek to access the various forms of funding that can be available to support out of school activities (e.g. through extended schools funding)

Information about school visits should include the total cost of the activity and the resulting cost per child, together with the actual cost.

Breakfast Club

Breakfast club is charged at £1 per day per child. The remainder is funded by the school.

After School Club

After school club is charged for on a not-for-profit basis to cover the costs of the staff and resources involved. It is charged at the following rates:

- £1 for the initial 45 minutes 3:30-4:15
- £2.50 for 4:15 – 5:00 including a snack
- £2.50 for 5:00 – 6:00

We are unable to offer payments which differ to the above costings for children who are collected between these times. For example, if a child is collected at 5:15, a payment of £2.50 for that time band would be required.

Similarly, if a child has a booked place until 5pm but is collected after this time they will be charged the next full amount of £2.50.

If school haven't been informed that a child will be collected after 3:30pm, an initial warning letter will be issued. This warning letter will indicate that a £5 charge will be issued upon a further instance of late collection. If the child remains in school after 4:15, parents will be expected to pay the next full amounts as detailed above.

After school club closes at 6pm. Children who are collected after this time will be issued with an initial warning letter. This warning letter will indicate that a charge of £10 will be issued upon a further instance of collection beyond 6pm. Repeated late collecting may lead to a loss of a place in after school club care.

Children in after school club care will be asked to provide a months notice if they would like to withdraw their child from the provision.

Nursery

Nursery hours can be extended beyond the 15 which are funded from the DfE. These are based on availability and are charged at £4 per hour. Lunch is 45 minutes so is charged at £3 but food must be paid for additional to this.

Nether Edge currently offers ten free 30 hour places. Where places aren't available, additional hours will be charged at the hourly rate.

Lost or damaged property

Lost property may result in a charge being made. This will depend upon the circumstances and each case will be considered on an individual basis. The governing body will base their decision upon the information received from the staff in school as well as the children or family involved. This decision may be delegated to the head teacher for items costing less than £50.

A charge for deliberate damage will be made. The extent of this charge will be considered on an individual basis. The governing body will base their decision upon the information received from the staff in school as well as the children or family involved. This decision may be delegated to the head teacher for items costing less than £50.

Remissions

All remission of charges (in part or in full) will be at the discretion of the headteacher.

Educational visits, residentials and visitors

The resulting cost of any remission for visits or visitors will be paid for through the allocated budget for school trips.

Remission of charges for visits and visitors will be based upon:

- The ability of the family to pay the cost (based upon known information about the family's circumstances)
- The receipt of family credit or income support

Initial deposits paid for residentials are non-refundable. These will usually be no more than 20% of the total cost of the visit.

After school club

Remission for After School Club will be based upon:

- School events, visits or residentials causing a child to miss their after school club care

Children must sign up for After School Club in advance in order to secure a place for the term. This will be done at the start of each academic year. If a child misses a session due to illness, appointments or other engagements, payment will not be refunded.

Any other remission of After School Club charges is at the discretion of the headteacher.

