

Eaves Primary School

'Excellence in Everything'



Charging and Remissions Policy

February 2024

Status	Statutory
Responsible Governors' Committee	Resources
Date first approved by GB	March 2010
Responsible Person	Mrs N Kearney
Review Date	February 2025
Last Amended Date	February 2023

Legislative Context

Sections 449-462 of the Education Act of 1996

Overview

Our aim is to provide a wide range of additional opportunities for all our pupils in a fully inclusive manner with no pupil denied such opportunities for as long as such activities can be sustained by the school budget and resources.

At Eaves Primary School, we would aim only to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

Principles

In line with the Education Act of 1996 and associated guidance.

No charge:

- We make no charge for National Curriculum and related activities in school time or out of school hours if required as part of the national curriculum.
- We make no charge for entry for a prescribed public examination, if the pupil has been prepared for it at the school;

The right to charge:

We reserve the right to charge for;

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Music and vocal tuition as requested by the parents
- Certain early years provision
- Community facilities
- Education provided outside of school time that is not part of the National Curriculum
- Examination entry fee(s) if the registered pupil has not been prepared for the examination at the school
- Transport
- Board and lodging for a pupil on a residential visit; with due reference to those where costs will be emitted
- Extended day services offered to pupils (Care Club and Nursery Wrap-around)
- Ticketed events

Voluntary Contributions

- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of Income Support or Family Credit
- We may charge where it enables an increase in, or enriches, non-statutory extra curricula provision at any time
- We support the development of all community groups use of school facilities through a flexible charging approach

Remissions

The school reserves the right to propose to remit (wholly or partly) any charge otherwise payable to them in accordance with the charging policy.

Residential visits

The school will not charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school reserves the right to charge for:

- board and lodging and the charge must not exceed the actual cost.

When the school informs parents about a forthcoming visit, we shall make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
- The guarantee element of State Pension Credit;
- Income related employment and support allowance.

Key Responsibilities

The Governing Body

- Will review and amend the charging and remissions policy as appropriate
- The policy will be reviewed annually

Head Teacher

- Will be responsible for drafting proposals for charges
- Will provide reports for the Resource Management Committee

Office Manager

- Will provide effective financial administration enabling efficient budget management by the head teacher

Users

- Will abide by the terms and conditions of the booking and hiring contract

Procedures

Off-site extra-curricular activities

A voluntary contribution not exceeding the actual cost may be requested as outlined above.

Where insufficient voluntary contributions are received this may result in the visit being cancelled.

On site activities

Music instrumental teaching

Specialist teaching in class will be provided free of charge.

The cost of instrumental or singing lessons outside class time to individuals or small groups may be met by a charge to parents at the discretion of the school as outlined above at the request of the parent. Charges would be set on an annual basis and paid termly in advance. Parents will be expected to hire or buy their child's own instrument if the music service are unable to loan one to them.

Extra-curricular clubs

A charge may be levied for participation in extracurricular activities to meet the costs of materials and staffing as needed.

Monitoring and review

The policy and associated procedures will be monitored termly by the school's business manager in consultation with the head teacher.

As noted above the policy will be reviewed annually by the appropriate Governors committee and a report provided for the Governing Body.

The policy is subject to in year review in the light of any changes in legislation and/or guidance.

Out of school care costs

Out of school care covers lunch club, wraparound and pre-school that provide day care for children in our Nursery not covered by the maintained nursery funding, the 30 hours funding or nursery education grant, i.e. (5 x 3 hr sessions per week). It also covers Care Club - Breakfast and After School Provisions operated at school.

Emergency supervision of children not collected on time at any point in the school day will result in an emergency charge being issued. This is explained in this policy.

Pricing Structure

Care Club - Breakfast: 7.45am - 8.45am

Pre-booked sessional charge	Booked on the day charge
£4.00	£4.50

Lunch Club: 11.45am - 12.15pm/2.45pm - 3.15pm

Pre-booked sessional charge	Booked on the day charge
£2.00	£2.50

Wraparound: 11.45am - 3.15pm

Pre-booked sessional charge	Booked on the day charge
£12.00	£12.50

Pre-School: 12.15pm - 3.15pm

Pre-booked sessional charge	Booked on the day charge
£10.50	£11.00

Care Club- After School: Age range 3-11

Pre-booked sessional charge		Booked on the day charge	
3.15pm - 5.15pm	£6.50	3.15pm - 5.15pm	£7.00

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

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.

Charging statement for Care Club staff

Staff members employed to work in Care Club will be entitled to a 50% discount on charges if they would like their own child to attend. Booking has to be made in the usual way and ratios will be stuck to. (All of this relates to pre-planned arrangements.)

Staff members that are asked to cover in Care Club at short notice (due to staff absence or a family in school needing our support) will be offered a free place for their own child if ratios allow it.

Charging statement to enable the support of children with SEND.

Children with SEND are offered places in line with our ratios. Should the school access that a child will always need an adult with them, Care Club cannot cover the cost of this additional adult as we are a non-profit organisation. This enables us to keep costs low. If parents/carers need Care Club but their child cannot manage with the normal levels of staff supervision, a meeting will be held to discuss further enhancements or adjustments. This may include parents/carers paying a higher cost that covers the staff salary for an additional person. This is at the discretion of the Headteacher and Governing Body. Health and Safety of all children and staff in Care Club is our priority.

Emergency charging statement for Care Club

When a child is not collected from school at the end of the day there is not always the provision to leave them in Care Club. This is due to Care Club already being full. We cannot go above our ratios as health and safety of children and adults is paramount.

However, if a child is suddenly left in our care after 3.25pm and Care Club is full we will have no alternative but to ask another member of staff to support in Care Club and parents will be charged the hourly rate of that member of staff. The cost of an extra adult is £10.00 an hour. This hourly rate will be on top of the Care Club costings per child. Money must be paid before the end of the working week.

Care Club runs for two hours, 3.15pm until 5.15pm. If a child is not collected by 5.15pm the same hourly rate of £10.00 will apply. Please note there has to be 2 adults in Care Club at all times so this will be a charge of £20.00. Please note late is late, whether a child is collected at 5.17pm or 5.25pm, extra costs will apply as staff are paid at an hourly rate. Money must be paid before the end of the working week.