

# Wolsingham Primary School



## Charging and Remissions Policy

Date written: (October 2023)

Date agreed and ratified by Governing Body: November 2023

Date of next review: (November 2024)

Headteacher: S. Kitching

Chair of Governors: A. Ashcroft

## **1.0 Introduction**

- 1.1 This policy covers our charging policy for all additional services provided before or after normal school hours. It also addresses our policy regarding activities during, what would normally be considered, 'closed periods' – holidays and weekends.
- 1.2 All services are provided on the understanding that they can be withdrawn, if they are no longer viable, through lack of interest.
- 1.3 The policy also addresses the issue of authorised educational activities and visits during normal school hours and as part of the educational provision.

## **2.0 Background (Nursery provision)**

- 2.1 The Education Act 1996 Section 451 states that 'schools are unable to charge for educational services during school hours'. Following the introduction of the Early Years Foundation Stage in September 2008 there is no longer a distinction between care and education.
- 2.2 Schools are expected to provide, where possible, extended Nursery provision beyond the statutory free hours and are entitled to charge a fair rate for such provision. Any extended provision is to be provided in accordance with the Statutory Framework and Practice Guidance for the delivery of Early Years Foundation Stage 2012.

## **3.0 Provision of Extended Nursery Service**

- 3.1 Wolsingham Primary School pride ourselves on providing a high quality nursery, it aims to utilise spare capacity within its system to provide additional sessions for children attending the nursery for their statutory free sessions.
- 3.2 All children on roll can have their 15 hours free entitlement as either 5 morning or 5 afternoon sessions. This is by arrangement with the Early Years Foundation Stage Leader.
- 3.3 Where possible, parents will be given the choice of mornings or afternoon sessions but we cannot guarantee to accommodate preferred choices.
- 3.4 Provided there is capacity available and parents are eligible for 30 hour childcare, parents will be able to purchase extended nursery provision covering the break in nursery sessions between 11.45am and 12.30pm. A midday meal for 30 hour nursery children is available to purchase at a daily cost and both nursery extended provision and lunch is invoiced via ParentPay at the end of the week and should be paid by the Monday of the following week.

#### **4.0 Additional Hours (Nursery)**

- 4.1 Provided there is capacity available, parents will be able to purchase extended nursery provision, topping up a morning or afternoon session into a full day. A midday meal can be purchased at the usual cost.
- 4.2 For regular sessions, parents are asked to sign an agreement whereby a month's written notice is required should a child be withdrawn from accessing the extended service. Additional sessions are charged at the prevailing rate and should be paid for half termly in advance of the sessions. Parents will be charged for any booked session missed unless 1 week's notice is given.

#### **5.0 Breakfast Club and After School Care**

- 5.1 We provide additional childcare both pre and post school day. Our breakfast club starts at 8.00 a.m. and must be pre-booked by the day before to session is required. All children attending Breakfast Club are recorded on a daily register.
- 5.2 After School Care must be pre-booked by lunchtime on the day that the session is required, for child safeguarding reasons, any changes to normal going home arrangements must be notified in advance. After school care can be accessed until 4.30 p.m. or 5.30 p.m. but the school must be notified in advance which end time is required.
- 5.3 Breakfast Club is paid by the session, After School Care is charged at the prevailing rate. All wrap around care is invoiced weekly on a Friday afternoon and payments should be made by the Monday of the following week.
- 5.4 Breakfast club and After School Care sessions that have been booked and that are cancelled within 24 hours will incur a 50% charge of the prevailing rate.
- 5.5 Breakfast club and After School Care sessions that have been booked and that are not cancelled and not attended will still be charged at the prevailing rate.

#### **6.0 After School Clubs**

- 6.1 The school aims to provide a wide range of after school extra curricular activities. A standard fee is charged when a club is run by a teacher or volunteer of £1 which goes toward School Funds and providing additional experiences for pupils. A fee is charged, by external providers who run some of our clubs. The school pays these fees but recoups them via a charge to pupils. Parents are encouraged to pay for clubs in advance via ParentPay and in block payments to reduce administration costs. However, fees will be reimbursed if the provider cancels a session.

## **7.0 Holiday Child Care**

- 7.1 Holiday Child Care dates are advertised, via the School Newsletter and web site.
- 7.2 Provided enough interest is expressed and places booked, a session will run. We reserve the right not to provide an advertised service if due to lack of interest it is no longer viable.
- 7.3 Parents are invoiced, post event, at the prevailing rate via ParentPay.

## **8.0 School visits, activities and events**

- 8.1 As part of the statutory provision of education, the school will arrange trips and visits to local events, activities and educational amenities. Parents will be informed, in advance and be invited to make a voluntary contribution towards the cost of the trip.
- 8.2 Educational visits are designed to enhance the children's, learning understanding and enjoyment of the curriculum. However they are usually expensive and without voluntary contributions the frequency and number of visits will be limited.
- 8.3 Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.
- 8.4 If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.
- 8.5 The school reserves the right, where sufficient contributions are not received, to cancel the activity.
- 8.6 The school will seek to raise additional funds, wherever possible, to totally or partially subsidise educational visits.
- 8.7 Recreational or voluntary events will not be subsidised by the school and will be totally reliant on payments by parents.
- 8.8 Parents are encouraged, when asked, to provide materials for practical subjects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay the cost of this.
- 8.9 Parents may be requested to replace school equipment, books, etc. which have been lost by their child.
- 8.10 Wilful damage to school buildings or property by a pupil may be charged to parents.

## **9.0 Extraordinary requests**

- 9.1 Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 10p per sheet and 20p for any colour printing.
- 9.2 Private fees: Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

## **10.0 Remissions**

- 10.1 To ensure that access to activities is fairly available, Wolsingham Primary School will implement the following Remissions Policy.
- 10.2 The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children. Although schools cannot charge for most aspects of day or residential visits, the DfE guidance explains that nothing in legislation prevents a school from asking for voluntary contributions. Furthermore, the CfBT Education Trust (Confederation of British Teachers UK) says that although parents in receipt of some benefits are exempt from paying their children's board and lodging charges on residential trips, they should still be invited to contribute to the other costs associated with an educational visit, for example, transport.
- 10.3 There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.
- 10.4 Where a child qualifies for Free School Meals, arrangements will be made by the school to offer a reduced rate for residential visits and music tuition and the school will use Pupil Premium funding to subsidise the cost of these activities.
- 10.4 No child will ever be denied access to curriculum based visits or trips on the grounds of their parents / carers inability or unwillingness to contribute.

## **11.0 Data Protection of pupils and families.**

- 11.1 Teachers will ensure that children in receipt of subsidised provision are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals.

## **12.0 Conclusion**

- 12.1 All additional services, provided by the School, are subject to the rigorous quality and child protection standards we practice as our norm.
- 12.2 We are constantly seeking to improve our services to parents and therefore value feedback and suggestions.
- 12.3 Additional out of hours provision incurs cost to the school, we therefore must seek to recover these costs. Any surplus made from additional services is fed back into the school's budget and used to purchase additional resources and enhance the teaching and learning opportunities and environment.
- 12.4 Statutory education provision is our core business and will always take precedence over out of hours events.