



Ash Green Community Primary School

M60

CHARGING AND REMISSIONS POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the EFA guidance and complements the school's other finance related policies.

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount agreed by governors. This charge is currently £1.60.

3. Public examinations

There is no charge for examinations that are part of the curriculum.

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**). The school day is defined as: 9:00-12:15, 13:15-15:30 the midday break does not form part of the school day.

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- Music or vocal tuition (**section 8**).

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, *including sports matches against other schools*
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

- 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
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

Optional extras

The school can charge for optional extras. 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
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

The cost of optional extras

The head teacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the head teacher on the recommendation of the resources committee. The charges, when determined, will be published and appended to this policy.

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. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When 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, including supply teachers engaged specifically to provide the optional extra
- 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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

Our 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
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

8. Music tuition within school hours

Ash Green School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges can be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching **requested by parents and delivered by specialist tutors** given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

9. Extended services

Ash Green Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes,
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The school operates the following:

Breakfast Clubs – operate daily term time from 07:45 am to 9:00 am charge currently £1.50

After School Club – Daily from 3:15pm till 5:45 pm term time at a charge of £6.00 per day.

Extended School Activities, charges vary depending on activity.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Nursery Wrap Around Care - please see attached appendix.

10. Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the head teacher and dependent on the situation.

11. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit

- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The head teacher will authorise the remission of charges and this will be reported to chair of governors.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing board and head teacher.

12. Voluntary contributions

The Governing Board may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

13. Inability or unwillingness to pay

Ash Green Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

October 2017

This policy to be reviewed annually – next review October 2018

Appendix 1:

Wrap Around Care Fee Paying policy

Ash Green Community Primary School provides a high quality, safe and stimulating service for our children which ensures the high standards and sustainability of the nursery. We ask that parents respect our policy in respect of fees. Ash Green Nursery value their relationship with parents/carers and will be sympathetic towards any difficulty in paying their child's fees. However, we are unable to function effectively without these payments.

We are open from 7.45 am – 6.00 pm each day of the school term.

A copy of our current fee structure (January – July 2017) is attached for your information.

Fees are due at the start of each week or month, and must be paid in advance. This applies to all payment methods, including Childcare Vouchers. Individual payment arrangements can be negotiated.

- Fees can be paid by standing order, direct debit, cash, cheque (made payable to "Ash Green Community Primary School") or Childcare Vouchers. We recommend using a standing order or a direct debit as the easiest method of payment. Please ask Mrs Guest or the nursery staff for details of how to set these up if you are unsure.

- Day Care fees are payable 38 weeks a year which is term time only.

- The Day Care closes all school holidays, bank holidays and staff training. You are not charged for these periods.

- Non-attendance due to holiday, illness* or other reasons will be charged for.

*Illness- full fees are payable for the first week of absence, subsequent days will then be charged at half rate, up to a maximum of 2 weeks. (A week refers to Monday to Friday period)

- Sessions cannot be swapped, any extra sessions will be charged for.

- You enter into a contract with the Nursery when a starting date is agreed. Your agreement to our terms and conditions is legally binding.

Please inform the Nursery Manager/School Office if you have difficulties in paying your fees. Failure to meet payments will result in the termination of the Nursery place.

Late payment/ Non-payment of fees procedure:

- Within one week of non-payment or late payment, you will receive a verbal reminder/text message reminder as per your contract.

- Within two weeks of non-payment, we will suspend the childcare place, and children will not be allowed to come into the nursery until the fees are paid in full. Fees will still be applicable during the two weeks the nursery suspends the place.
- If the fees are not paid in full within four weeks, the nursery will terminate the contract and send a letter to confirm this.
- All costs incurred in the collection of unpaid fees including administration costs and costs from using solicitors or debt collection agencies where needed will be recoverable in full.

Help with childcare costs:

There are several ways in which you may be able to get help paying your childcare costs. The DirectGov website is a useful source of advice.

- Educational Grant for 3 and 4 year olds: for all parents

Starting the term after their third birthday, all children are entitled to 15 hours free early education a week. This can be taken flexibly depending on places available. This grant is claimed by and paid to the nursery. The nursery will ask parents to sign a form on entry to confirm their grant. Any care provided by school over the free 15 hours will need to be paid for.

- Childcare Vouchers: for working parents

Employers offer these schemes as a salary sacrifice scheme. Even if your employer does not currently have a scheme set up, in most cases they should be able to do so. Childcare vouchers are exempt from National Insurance contributions on the first £55 you earn a week; tax is only paid on the remainder of the income. This may affect your entitlement to other benefits if you receive any, so you should check this out first. For more information, speak to your employer about which scheme they offer, or call the Daycare Trust on 0845 872 6251. The nursery accepts a wide variety of Childcare Vouchers.

- Working Tax Credits: for working parents

Parents currently working more than 16 hours per week may qualify for Working Tax Credit, which includes a childcare element designed to help towards the cost of childcare. This can be up to 70% of eligible childcare. Call the Tax Credit Helpline on 0845 300 3900 for more information on how much you may be eligible for, or go to <http://www.hmrc.gov.uk/taxcredits> and use the Tax Credits Calculator for an estimate of help you may receive. You need to keep HMRC up to date with any changes in your circumstances.

For students: there are a variety of different schemes available. These include:

- Free Childcare for Training and Learning for Work: this is aimed at out of work parents who have a partner who is working. For more information call the Learner Support helpline on 0800 121 8989.
- Care to Learn: this is aimed at parents who are under 20 and are undertaking training or studying. Their helpline is 0800 121 8989.
- Learner Support Fund: Contact Student Support or the Welfare Officer at your college for more information about how to access funding to help with childcare costs.
- New Deal for Lone Parents: this is aimed at parents who are either not working or work less than 16 hours per week. Call Jobcentre Plus for more information on 0845 604 3719.
- Childcare Grant: for parents in full time education, this is available through your Student Services department

Please see fee structure below

Ash Green Primary School Fee Structure from 01.01.17

	Fees
Full Day Care 7:45am- 6pm <i>(inc.breakfast/lunch/snack)</i>	£35.00
A.M. Session 7:45 am-12.30pm <i>(inc.breakfast & lunch)</i>	£18.00
P.M. Session 12:30 pm-6pm <i>(inc.snack)</i>	£18.00
Long Wrap inc EEF 8.45am-6pm <i>(inc.lunch & snack)</i>	£22.50
A.M. Short Wrap 8.45am-12.30pm <i>(inc.lunch)</i>	£16.50
P.M. Short Wrap 11.45am-3.30pm <i>(inc.lunch)</i>	£16.50
Breakfast Club 7.45am-8.45am <i>(inc.breakfast)</i>	£1.50
Lunch Time 11.45am-12.30pm <i>(inc.lunch)</i>	£5.00
After School Care 3.30pm-6pm <i>(inc.snack)</i>	£6.00
Holiday Club 8am-6pm <i>(packed lunch reqd) subject to CC availability</i>	£35.00
Holiday Club 8am-3.30pm <i>(packed lunch reqd) subject to CC availability</i>	£22.00