

Newton Regis and Austrey C of E Primary Schools



Charging and Remissions Policy 2020

Policy Owner: Headteacher

Version no: 2

Date Revised: December 2020

Review Date: December 2021

Sign off signatory:

The Headteacher and Local Academy Board (LAB) recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Headteacher and LAB aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

CONTRIBUTIONS

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.

If voluntary contributions are requested for an activity it should be 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. **If sufficient contributions are not received the activity may have to be cancelled.**

CHARGES

The LAB reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e. Residential which include the weekend or part of)
- Wrap around care - breakfast club and afterschool clubs
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.

Music Tuition

Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

Ingredients or Materials for Practical Subjects

Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The LAB may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

Lost School Equipment, Books etc

Parents will be expected to replace or pay for the cost of lost items of School property.

Breakages and Damage to School Buildings, Furniture or Property

Parents will be charged for damage caused as a result of a pupil's behaviour.

Residential Activity

The DfE in its guidance to School Governors states that "For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel. However, charges will be made for board and lodgings in these circumstances." Where children are eligible for FSM the cost may be supported from school funds, by prior agreement with the Headteacher.

Photocopying

Any photocopy that is requested by parents relating to their child, under 'Freedom of Information Act', will be charged at 15p per sheet and 25p for any colour printing.

The LAB may from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time.

Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Newton Regis Nursery

Newton Regis CE Primary School Nursery children are entitled to a funded place for 15 hours per week from the term after their third birthday. Funded sessions are available from 9.00 am until 12.00 pm and 12.00 pm until 3.00 pm Monday to Friday. The Nursery is open term-time only, and is closed for teacher training days. The free entitlement is 15 hours per week, if the child attends more than 15 hours per week these additional hours will be charged for.

For information including when your child is entitled to receive the 15 hours free entitlement contact the Warwickshire Nursery Education Funding Team on -1926 742235, email fis@warwickshire.gov.uk or visit the website on www.warwickshire.gov.uk.

Regulations prescribe that children become eligible for free early years provision on the dates set out below:

A child born in the period	Will become eligible for a free place
1 st April to 31 st August	1 st September following child's 3 rd birthday (Autumn school term)
1 st September to 31 st December	1 st January following child's 3 rd birthday (Spring school term)
1 st January to 31 st March	1 st April following child's 3 rd birthday (Summer school term)

Equalities Implications

- The opportunity of on-site wraparound care will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life.
- The provision of quality nursery places for 3 and 4 year olds will help parents to return to work, education and training. This will support families in reducing the impact of poverty.

Additional Sessions and Costs

If you would like to book extra sessions/days outside of your funded hours, we will charge £14 a session and £3 for lunch club. These will be allocated on a first come first served basis, and must be arranged in advance. A half term's notice will be required if parents wish to cancel additional sessions. The cancellation of the 15 hour free entitlement sessions can be made at any time. If you would like to increase your sessions, this will be subject to availability of spaces and adequate staffing levels.

We accept fee payment in several ways:

- Childcare Vouchers
- Direct to the Bank
- Cash/cheques paid directly to school

Invoices are raised half termly and payment is required by return. If payment has not been received within 1 month of the date of the invoice then the child's chargeable sessions at the nursery may be offered to another child and a late payment penalty of 10% will apply.

Cancellation Policy/illness

Once you have booked a paid session/day, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays. This also applies to Lunch Club. You do not have to pay for funded places if your child does not attend, as the funding is in place for your chosen days during the term, but it would be appreciated if you could telephone school to inform the teacher of any absence.