

## **Charging and Remissions Policy**

### **Introduction**

Holbeach Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of educational visits, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

### **1. Voluntary contributions for activities as part of the Curriculum**

The school seeks to organise a variety of Educational Visits and workshop activities which enrich the curriculum and educational experience and enjoyment of the children, over and above that possible through government funding. The school invites parents to contribute to the cost of such activities. All contributions are voluntary, but must be made in advance of the activity taking place to ensure it is financially viable. We aim to give parents as much notice as possible for activities which require voluntary contributions.

If a parent wishes their child to take part in an Educational Visit or memorable event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the Educational Visit or activity as long as parent consent has been given.

If appropriate and funds allow, the school (and/or Friends of Holbeach School) may decide to subsidise Educational Visits which it considers should take place even when voluntary contributions are insufficient to cover cost. Normally, however, where the voluntary contributions towards the cost of an Educational Visit are inadequate, it will be cancelled.

Parents have a right to know how each Educational Visit is funded. No parent will be asked to subsidise those who have not paid, but may wish to do so by making a donation to the 'School Fund'.

### **Refunds**

Refunds of these parental contributions will only be considered if a child is unable to go due to a genuine reason (i.e. sickness) or other exceptional circumstances. Applications for refunds should be made in writing to the Headteacher, who will consider each case on its individual merits. Parents are advised to consider taking out insurance to cover such cancellations.

## 2. Nursery

15 hours per week of nursery attendance is available free to all families living in Lewisham who are allocated a place. Working families who meet the government's criteria (more information at [www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk)) are entitled to 30 free hours per week.

If there are sufficient spaces available in the Nursery, then Families who are only eligible for 15 free hours and wishing to pay for an additional 15 hours will be able to do so and will be charged **£93.75** per week. They must commit to the full academic year.

Families of the children who attend 'full-time' in the Nursery (30 hours) are charged **£18.75** per week to cover the cost of supervision during the lunchtime period. Children in the nursery **MUST** be provided with a packed lunch from home.

All nursery payments must be paid at least two weeks in advance. The school has signed up to the Government's Tax-Free Childcare scheme to enable families to pay for the charges in the Nursery and benefit from Tax-Free Childcare.

Refunds are not payable if the Nursery is closed due to No Service (i.e. lack of utilities or strike actions).

## 3. School Dinners

Charges relating to "School Dinners" for children in the Nursery are shown above.

Children in Reception, Year 1 and Year 2 are automatically eligible for Universal Free School Meals. Therefore, the school does not need to charge parents/carers for any of the costs involved in this. The school receives a fixed amount per meal from the government to cover these costs. Parents/carers of children in these year groups reserve the right to choose whether their child has school lunches or a packed lunch from home. If they choose to provide a packed lunch there is no charge and no remission.

The majority of parents/carers of children in Years 3, 4, 5 and 6 are required to pay for a school dinner. The school currently charges **£2.35 a day (£12 a week)**. This charge is calculated on the cost of the meal and the cost of utilities. The charge is reviewed every year as part of the review of this policy. Any debts will be sought from parents and carers and may be passed to the local authority if they remain outstanding.

Where a parent has neither paid for a school lunch nor provided a packed lunch, the school may provide the pupil with a school dinner as an emergency measure. The school may invoice the parent a charge equivalent to a school meal for this service. The school considers it inappropriate and so is not willing to use funds allocated for pupils' learning to supplement the cost of school lunches.

Some children in Years 3, 4, 5 and 6 are eligible for Free School Meals and this is processed under a different policy and procedure.

Any staff/visitors/volunteers etc. who wish to take a school lunch will need to pay via a ParentPay account. The school currently charges **£3.30** a day

## 4. Music Tuition

All children study music as part of the normal school curriculum. As well as learning about music and from music, the children receive expert tuition in the following musical instruments:

- In Year 3, every child learns to play the Steel Pans
- In Year 4, every child learns to play the Violin

- In year 5 every child learns to play the Recorder

The school does not charge parents for any of these provisions.

The school does make a charge for individual or group music tuition (e.g. guitar, brass) if this is not part of the National Curriculum. This charge is paid directly to Lewisham Music Service which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We provide parents with information about additional music tuition at the start of each academic year.

### **5. Swimming**

The school organises swimming lessons for one year group of children. Lessons take place in school time and are part of the National Curriculum. These are free of charge .

### **6. Optional Extra-Curricular Clubs**

The school organises a range of Extra-Curricular Clubs which take place wholly or mainly outside school hours and are not part of the statutory duties relating to the National Curriculum or to Religious Education.

The school makes a charge for each of these clubs that is proportionate to the costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for: travel; materials and equipment; coaches / tutors; non-teaching staff costs; entrance fees; and insurance costs.

The school uses governmental funds (e.g. pupil premium and school sports premium) to ensure that these Extra-Curricular Clubs can be accessed free of charge to any pupils who are eligible.

Occasionally, an Extra-Curricular Club (e.g. French) is arranged with a private provider where the charge is paid directly to the provider. We provide parents with information about these costs at the start of each academic Term.

### **7. Residential Visits (School Journey)**

The school organises two annual residential visits, one for the children in year 5 (Wick Court Farm) and one for the children in Year 6 (Isle of Wight). The cost of this Residential Visit includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

The charges for such a visit consist of a 'voluntary' contribution for transport, entrance fees and a 'compulsory' contribution for board and lodging. Parents of children who are eligible for Pupil Premium may be able to claim a grant from the school for the cost of board and lodging but still make a 'voluntary' contribution towards the other costs of the school journey.

Where available, sponsorship will be provided for children of families on forms of income support or in special circumstances to enable them to take part in the option of their choice.

This is stated clearly on letters and is dealt with discreetly and in confidence by the Headteacher. All parents will be given the option of a payment plan to spread the costs of the residential visit.

### **8. Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as Science, Design Technology or Art is budgeted for within the Curriculum Budget and borne by the school.

## **9. Damage to school property / Breakages & Fines**

Parents/carers are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children or those whom they are responsible for. The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows
- Defaced, damaged or lost text books
- Any item damaged as a result of unsatisfactory pupil behaviour

## **10. Special Needs**

The Governing Body confirms that no pupil with special needs or disabilities will be treated any differently to any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a disadvantage.

## **11. Late collection of children**

Under the Education Act 1996 (S457) and relevant Regulations the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The governing body has decided that (except in emergency situations) where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then a charge will be made to the child's parent/carer. This charge will be increased each 15 minutes thereafter that the child is not collected.

### **The Charging Arrangements**

In cases where a child is not collected within 15 minutes of the end of the school day or after school activity a charge of **£5.00** will be made to the parent/carer for the first 15 minutes of non-collection, and then **£10.00** for every 15 minutes (or part thereof) of non-collection thereafter.

The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection. The parent/carer will be issued with an invoice and expected to pay within a date set on the invoice. Failure to pay will lead to further action being taken.

The Headteacher has the discretion not to impose a charge where satisfied that the late collection is due to an emergency.

Should a parent fail to collect the child within one hour then the Headteacher will contact the local police or Lewisham Children's Services to notify them that a child has been left at the school.

### **Persistent Late Collection**

If a family is persistently late in collecting a child then the Headteacher will consider taking further action that may include a referral to Lewisham's Children's Services

## **12. Lettings (see School Lettings Policy)**

Some areas of the school premises are available for the use of external organisations, subject to them not being required for any organised activity within the school and consistent with the school ethos, and at the discretion of the Headteacher. A charge is made for lettings to at least cover the cost of providing the facilities. These charges are reviewed annually by the governors.

### **13. Extended Services (see also Extended School Day information sheet and After School Club policy)**

The school currently runs a Breakfast Club from 7:30am until 9:00am and an After School Club that operates from 3:20pm until 5:30pm.

The cost of Breakfast Club is currently **£6** per session and the cost of After School Club is currently **£12** per session. The school has signed up to the Government's Tax-Free Childcare scheme to enable families to pay for the extended services charges and benefit from Tax-Free Childcare.

These prices are reviewed annually by the school leadership team. The basis for calculating the charge will be proportionate for each participating pupil for snack, materials, books, equipment, entrance fees and insurance. Neither club are run for profit.

It should be noted that the charging arrangements for late collection of children from After School Club are the same as for late collection at 3:20pm (see above).

### **14. Administrative Charges**

Occasionally, a request is made for an administrative task outside of the school's legal requirements/obligations (e.g. Headteacher countersignature of passport applications and the production of letters for the Home Office or a solicitor). The school will make a nominal charge in such cases (e.g. **£10** for countersignature of passport applications).

### **15. Remissions**

We have set aside part of our Pupil Premium funding and our Sports Premium funding to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

All requests for remissions should be made in writing to the Headteacher who will consider each case on its individual merits. The appeals process for the Headteacher's decision is the school's Complaint Procedure.

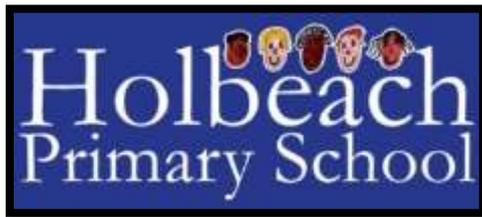
### **Review**

There will be an annual review of this policy and all of the charges within it in the Autumn Term each year.

## APPENDIX 1

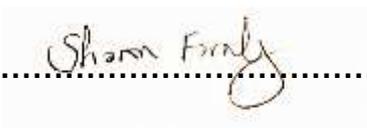
Voluntary contributions are likely to be requested of parents as follows:

<b>Class</b>	<b>Activity</b>	<b>Suggested Level of contribution</b>
<b>Nursery</b>	1 Educational Visit per half term (with an additional Educational Visit or experience that is free of charge)	Calculated based on cost of invoice.
<b>Reception</b>	1 Educational Visit per half term (with an additional Educational Visit or experience that is free of charge)	Calculated based on cost of invoice.
<b>Year 1</b>	1 Educational Visit per half term (with an additional Educational Visit or experience that is free of charge)	co Calculated based on cost of invoice. st £5 - £10 each
<b>Year 2</b>	1 Educational Visit per half term (with an additional Educational Visit or experience that is free of charge)	Calculated based on cost of invoice.
<b>Year 3</b>	1 Educational Visit per half term (with an additional Educational Visit or experience that is free of charge)	Calculated based on cost of invoice.
<b>Year 4</b>	1 Educational Visit per half term (with an additional Educational Visit or experience that is free of charge)	Calculated based on cost of invoice.
<b>Year 5</b>	1 Educational Visit per half term (with an additional Educational Visit or experience that is free of charge)	Calculated based on cost of invoice.
	1 week residential trip per year	Calculated based on cost of invoice.
<b>Year 6</b>	1 Educational Visit per half term (with an additional Educational Visit or experience that is free of charge)	Calculated based on cost of invoice.
	1 week residential trip per year	Calculated based on cost of invoice.

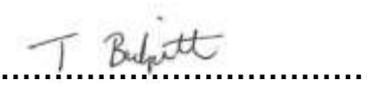


## Charging and Remissions Policy

**Chair of Governors:** *Sharon Farnley* (please print name)

**Signed:**  .....

**Headteacher:** *Tom Bulpitt* (please print name)

**Signed:**  .....

**Date of Policy:** September 2021

**Date of Review:** September 2022