



Charging and Remissions Policy

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V2.0	Policy Review Committee	Approved version



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Introduction

Cloverlea Primary School is committed to the principle of free public education during the school day for all activities, fulfilling the requirements of the National Curriculum, Religious Education and Collective Worship. However, the added pressure on school budgets means there are some activities and other services where exceptions are made. The school is required to charge an additional fee in order for them to take place. This policy sets out the activities and services that additional charging relates to.

Roles and responsibilities

Governors

The governors are responsible for:

- Monitoring the effectiveness of this policy.
- Reviewing the success or issues with additional charging requests and the potential impact this may have on children.
- Considering this policy as part of budget reviews.

The Headteacher

The Headteacher is responsible for:

- Identifying and reviewing activities that will be carried out as part of the school budget and those which require additional charges.
- Ensuring any additional charges or remissions are handled fairly and in line with this policy.
- Reporting the effectiveness of this policy to Governors.

Teachers and School Staff

Teachers and other school staff are responsible for:

- Making themselves aware of the contents of this policy and understanding which activities may attract an additional charge.
- Assisting the school in collecting and accounting for any additionally charged money.

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- Respecting the views of complainants.

Parents and carers or other complainants

Parents and carers are responsible for:

- Understanding the contents of this policy and the activities that may attract additional charges.
- Contributing where possible to additional activities provided to enhance their children's education.

Nursery additional charged hours

Parents and carers of 3 and 4 year old children are entitled to 15 hours provision in the nursery class free of charge. Working parents and carers are, if eligible, able to claim for 30 hours free educational provision.

Any additional nursery hours over and above any free entitlement and lunchtime provision will attract charges. Lunchtime provision is 30 minutes per day for children attending 3, 4 or 5 full days. This time does not count as educational provision. Additional nursery time is charged at £5.50 per hour.

Nursery fees are set to cover costs and is reviewed annually by the Governing Body to be in line with Local Authority guidelines and other school providers.

To secure a place in Nursery, parents and carers are required to sign a contract which includes their contractual obligation to pay any charges due. There is no remission of charges if the child misses sessions and those sessions have been provided.

If for any reason parents or carers would like to reduce the number of hours their child attends, then a month's notice should be given. If less or no notice is given, then charges will still be made for the previously contracted hours for a month following the notice, regardless of whether the child attends.

Parents or carers who, for whatever reason, lose their eligibility for 30 hours free provision need to inform the school as soon as possible so that adjustments can be made to the place offered or charges applied where necessary.

If parents or carers fall into arrears of payments, their access to the additional hours may be withdrawn by the Headteacher in consultation with the Chair of Governors.

Voluntary contributions

When organising school trips or visits to enrich the curriculum, and the educational experience of the children, the school invites parents or carers to contribute to the cost. Whilst all contributions are voluntary, if we do not receive sufficient voluntary contributions, we may have to cancel the trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution, we do not treat these children differently from those whose parents or carers have contributed.

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Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request although this will not contain personal information or names of parents who have and haven't contributed.

The following is a list of example additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras' and include, but not limited to:

- Visits to museums.
- Sporting activities which require transport expenses.
- Outdoor adventure activities.
- Visits to or by a theatre company.
- Musical events.
- Visitors to school who enrich the curriculum, and who charge for their services.

Residential Visits

Residential visits usually take place in school time in Years 4, 5 and 6. Charges are made to parents and carers to cover the costs of all aspects of the visit, including the costs of activities, transport, and board and lodging. This is **not** a voluntary contribution and should a parent or carer choose not to pay the charge, their child will not be able to attend. For parents and carers who struggle to afford payment every effort will be made to find funds to allow the child to go (including exploring bursaries, charitable donations, etc). However, if such funding is not available the child may also be unable to attend.

Sports Coaching

The school offers additional sports coaching in pre and after school clubs (football, judo, multi-skills, gymnastics etc). Qualified sports coaches, who are not members of the school staff, run and organise these sessions. They make a charge for these sessions and these are to be paid directly to the club organiser.

Swimming

The school organises swimming lessons for all children when they are in Year 4. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There will be a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small group lessons are taught by peripatetic music teachers. Charges for such lessons are made by the Trafford Music Service.

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EYFS Fund

The school organises a voluntary contribution fund whereby we ask parents to contribute £1.00 per week to cover the cost of EYFS consumables. This fund is managed by the EYFS staff and audited independently. The fund is entirely voluntary and no child will be at an educational disadvantage if their parents decide not to contribute.

Main School Fund

Due to substantial financial pressures affecting the school, the school may decide to organise a voluntary contribution fund, whereby we ask parents to contribute £30.00 per year (£10.00 per term) to cover the cost of main school consumables. The fund is entirely voluntary and no child will be at an educational disadvantage if their parents decide not to contribute.

Lettings

The school may make its facilities available to outside users at a charge of at least the cost of providing these facilities. The scale of charges is determined annually by the Governors Resources Committee.

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made, will be offered at no charge or a reduced charge to parents in particular circumstances.

If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of board and lodging could be remitted in full.

Charging for loss or damage of school books

In the event of school property, such as books, being lost or damaged, parents/carers may be asked to pay the total cost of replacement, for example, £5.00 per book. This will recuperate the cost of replacing the item, particularly those that are part of specific school schemes, which other children will need access to.