

HELPRINGHAM PRIMARY SCHOOL
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 those items for which there may be a charge.

Definition The school day is defined as: Monday to Friday 8.55a.m. until 3.20 p.m. during term time.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials and equipment. It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument.

Unless the teaching is an essential part of either the National Curriculum we will make a charge. (See below) Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it maybe necessary to curtail or cancel activities.

Educational visits are financed on a voluntary basis on the understanding that if insufficient contributions materialise then the activity may have to be cancelled. From time to time we may invite a non-school based organisation, such as a visiting drama group or storyteller to arrange an activity during the school day. The cost of such an activity may be passed on to the children under the same conditions as an educational visit.

Swimming lessons are calculated by the cost of the swimming pool and swim tutors. Although this is based on voluntary contributions by parents and no pupil is prevented from participating because his/her parents cannot or will not make a contribution. From September 2019 the charge per pupil will be £2.50 per week to cover this cost. Parents are given the option of paying weekly or for the whole term in advance. Hot school meals are provided at the lowest cost possible based on the cost of the meal. Advice is available from the school office for parents who are eligible to claim free school meals for their children. The cost per meal is currently £2.45. The cost of Midday Supervisors is paid for from the School Budget.

Pupils in the Reception Year (but not the children who start school in the pre-reception in January and April), Year 1 and Year 2 are currently entitled to Universal Infant Free School Meals as part of the Government funded scheme.

Piano lessons are now on a private tuition basis and parents pay the tutors directly.

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum:

Breakfast Club - The club runs from 7.30am to 8.50am for parents who wish to bring their children to school early. The Before School Club Supervisor keeps a record of those who attend and the Administrator sends invoices to parents on a monthly basis. The Governors reserve the right to add an additional £5 penalty for non-payment should the outstanding amount not be settled within a calendar month of the date of invoice issue. This penalty may be repeated every subsequent month until settlement is received in full. The cost varies depending on circumstances and are as follows:

Arriving between 7.30am and 8am, breakfast of toast (or similar), cereal and drink included - £3.50 (£6 for 2 siblings, £7.50 for 3 siblings, £10 for 4 siblings) per session.

Arriving after 8am, (no breakfast) - £2.50 (£4 for 2 siblings, £5 for 3 siblings, £6 for 4 siblings) per session.

After School Club -

Staying up until 4pm (no snack provided) - £2.00 (£3 for 2 siblings, £4 for 3 siblings, £5 for 4 siblings) per session.

Staying until between 4pm and 5pm (snack and drink provided) - £5.00 (£7.50 for 2 siblings, £10 for 3 siblings, £12.50 for 4 siblings) per session.

The charge covers the cost of the supervision and refreshments. Children who are collected later than 5.00pm will be charged £2.00 for every 15 minutes (or part 15 minutes) of extra time unless there are extenuating circumstances which are agreed with the Headteacher.

Both Before and After School Clubs encourage prompt payment but recognise that at times some parents/carers may experience financial difficulties. We will ensure that no child/children/families are penalised should this situation arise. It will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with in strict confidence. In the event of non-payment or persistent late collection of children:

- The Administrator will liaise with the parent/care concerned.
- A payment plan will be agreed if necessary. When unmet payments continue, the Headteacher will liaise with the parent/carer to arrange payment options
- Where there is no resolution, the child's/children's place may be withdrawn

Visits

Charges will be made for board, lodging and transport. Parents who cannot meet the cost of residential trips will be considered for support by the Headteacher on an individual needs basis.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Lettings

Responsibility for lettings is delegated to the Headteacher. Charges for lettings will be in line with the LA recommended rate.

This policy is reviewed annually, although individual charges may be amended as necessary throughout the year. Date approved by the Governing Body March 2020 (Draft, full copy to be approved at April Meeting)

Date for Review: Spring 2021

While this policy is correct at the time of publication, it is recognised that all references to outside agencies could be subject to review and amendment.