



Primary School
and Foundation Stage Unit

CHARGING AND REMISSIONS POLICY

Agreed by Governors:.....Chair of Governors

Agreed by Head Teacher:.....Head Teacher

First written: October 2007

Latest Review: May 2015

Education is provided at the school without compulsory charges to parents. This is a principle which the school supports. The vast majority of activities will be financed by the school with funds received from the County Council. There are, though, some valuable educational activities which the school cannot provide without seeking some financial support from parents. For example, a charge is made for instrumental tuition.

School Visits

Where the visit occurs during school time, there will be no compulsory charge, but voluntary contributions will be invited. Full charges may be levied for visits occurring out of school hours, or for the board and lodging cost of any residential activity.

The school will inform parents on low income and in receipt of the benefits listed below of the support available to them when being asked for contributions towards the costs of school visits. If the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because the parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund the visit, then it will be cancelled.

Residential visits

When the school informs parents about a forthcoming visit, they should make it clear that parents who can prove that they are in receipt of the benefits listed below will be exempt from paying the cost of board and lodgings. The costs involved in the remission of board and lodgings are to be borne by the school from contingency funds.

Equipment and Material

No compulsory charge will be made except occasionally when articles are being made by children for parents, with their prior arrangement.

A charge is made for the hire of musical instruments and lessons if delivered by an outside provider or teacher and requested by parents.

No compulsory charge will be made to parents in receipt of Income Support or Family Credit, where their child is taking part in any activity (including residential) which is legally classified as happening in school time.

Lettings

Subject to governor approval the school building is available for lettings as requested by the community. A charge will be made for this as appropriate.

Transport

No charges will be levied for transport provided in connection with an educational visit.

Benefits

As detailed above support is available for parents/carers provided they can provide evidence that they are in receipt of the following benefits:

- **Income Support (IS)**
- **Income-based Jobseekers Allowance (JSAIB)** (If you receive contribution-based Jobseekers Allowance you will not qualify.)
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **Child Tax Credit (CTC)** provided you do not receive Working Tax Credit and that your annual income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.
- **Guaranteed Pension Credit (GPC)**
- **Income Related Employment and Support Allowance (ESA)**
- **Working Tax Credit 'run on'** - payment you receive for a further 4 weeks after you stop qualifying for Working Tax Credit

Pre-school Fees (see policy)

Children are entitled to Nursery Education Funding (NEF) from the term following their 3rd birthday. NEF currently pays for up to 15 hours per week, over a minimum of 3 days per week, for 38 weeks of the year.

The parent can select if/how they want the NEF hours shared between providers.

The Pre School also accepts those children eligible for Achieving Two Year old funding. For more information, contact the Family Information Service on 0800 542 02 02 / 01452 427362.

No reduction is made for having more than one child attending playgroup. Staff with children in Pre School will be entitled to a 10% reduction in fees.

Fees should be paid in advance and sent to Pre School in a sealed, named envelope, stating which sessions are being paid for. Fees paid after the date stated on the invoice are subject to a £5 administration fee.

Fees must be paid if a child is absent without notice, on a family holiday or is ill. Parents may consult the Head Teacher and FSU Manager about reduced fees for long periods of absence such as hospitalisation.

If a parent/carer is more than four weeks in arrears with their fees, they will be asked to not bring their child to the playgroup until payment is received (unless an arrangement has been made formally with the FSU Manager in advance). The child's place will be held for up to four weeks to enable payment to be made.

Extra sessions are available providing there are no outstanding invoices.

The Pre-school Playgroup requires a term's notice for any cancellation or reduction in sessions. Full fees will be charged for this period.