

EXWICK HEIGHTS 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 for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance and complements the school's other policies.

Definition

The school day is defined as:

Nursery: Morning Session 9:00am – 12:00pm; Afternoon Session 12:00 – 3:00pm

Reception & Year 1: 8:40am – 3:15pm

Year 2,3,4,5,6: 8:40am – 3:20pm

The midday break does not form part of the school day.

Responsibilities

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

The Governors will review the policy annually.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (*See below*)

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. field trips.

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]

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Residentials

Charges will be made for board and lodging as well as activities.

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. Support for cases of hardship will come through voluntary contributions, fundraising and the pupil premium.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

When details of a proposed activity taking place in school time are known, a letter will be sent to parents / carers informing them of the voluntary contributions, venue and the general activities and arrangements.

The return slip will require the parent / carer to inform the school by a specified date:

1. If they wish their child to take part in the activity
2. That they are prepared to pay their child's cost of the activity

If by the "cut off" date, normally one month in advance of a residential trip or at least a week before a day visit either:-

1. There are insufficient voluntary funds to cover the total cost of the activity
OR
2. A lack of response

Then unfortunately the activity will have to be cancelled and any money collected, less any non-returnable deposits payable by the school, will be refunded.

Music Tuition

In cases of hardship the governors may consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Child Care Places Nursery

From September 2011 the free Universal Early Years Entitlement for 3 year olds, increased to 15 hours per week. All nursery children will be entitled to five free 3 hour sessions per week during term time (38 weeks). Further to this, some parents may be entitled to up to ten free 3 hour sessions (30 hours). The school is able to offer parent/carers the opportunity to purchase a limited number of extra sessions on a first come first served basis. Session times and costs are as follows:

Morning:	9:00am to 12:00pm	Cost: £12.60
Afternoon:	12:00pm to 3:00pm	Cost: £12.60

A charge of £4.20 (1 hour) will be made for persistent late collection of children from nursery,

Payment for extra sessions must be made monthly in advance. In the event of the school not receiving payment by the middle of the month in question, the extra sessions will be withdrawn, (this does not affect the child's entitlement to the free provision). If a child is absent from the Nursery for two weeks or less payment must be made in full for the missed sessions. For long term absences, i.e. over two weeks, a retainer of 75% of the fees due must be paid in order to keep these sessions.

Parents / carers are advised to contact the school if the operation of this policy for charging and remissions of fees for school activities presents any problems.