

WELFORD ON AVON PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY

Reviewed and agreed by the Resources Committee
Spring 2019

To be reviewed Spring 2022

CHARGING AND REMISSIONS POLICY

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 DFE guidance

Definition

The school day is defined as: 8:55 am – 3:15pm. 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 every year.

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.

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 may be necessary to curtail or cancel activities].

Voluntary Contributions

The School or governing body can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, school trips etc will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip will be cancelled.

There is no obligation to parents to make any contribution. The child will not be excluded from any activity due to his or her parents/guardian/carers either unable or unwilling to pay.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example, art club etc. Where we wish to charge we will tell parents/carers in advance.

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/carers.

When there is a reasonable difference between contribution and cost, this will be covered by school fund. The school reserves the right to cancel.

When an activity is proposed, parents will receive written notification and will be asked whether or not they would be prepared to make a voluntary contribution. If, following receipt of response forms, the activity can go ahead. The letter will include:

- Details of the activity including venue, date, times, programme for the day and any special arrangements (clothing etc)
- The amount of the voluntary contribution requested and details of what is covered (eg. admission).
- The option to pay in installments, if appropriate (eg. residential trip).
- An invitation to parents with financial difficulties to speak to the Headteacher
- No refund can be made whether through change of mind or illness.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges will be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing.

Swimming

The school will not charge for the cost of swimming tuition but parents will be asked for a voluntary contribution towards the transportation to the leisure centre.

Nursery

All children receive 15 hours funded education each week from the term after their third birthday. Some children are eligible for 30 hours funded education.

However, under “Community Facility Powers” children can now start accessing additional nursery provision. This is not funded and therefore there will be a charge for this facility. Any unfilled free places will be offered to nursery parents as additional sessions.

Parents will be able to access additional sessions and additional lunch time sessions during the week. They can also access an early morning breakfast session and two sessions after school up to 6 o'clock. Any further spaces still available can be asked for in addition.

The charge will be:

Provision	Cost	Session Time
NEF 15 hours	Free	Choose from 8am-6pm
NEF 30 hours	Free	Monday to Friday
Lunch Club	£5.00 £2.50	11.45am-12.45pm 11.45am-12.15pm
Full Day	£32.50	8.45am-3.15pm
Half Day	£15.00	8.50am-12.15pm 12.45pm-3.15pm
Breakfast Session	£5.00	8.00-8.45
After School Session 1	£5.50	3.15pm-4.30pm
After School Session 2	£7.00	4.30pm-6.00pm

- Late payments will need to be made within seven working days of the payment date stated in the invoice; failure to do so will result in that optional child care place being withdrawn. A late fee may be charged.
- Payments will be made using ParentPay.
- No refunds can be made whether through change of mind, illness, or booked for the wrong date etc.

- If a child moves into the catchment area during the school year and requires a free nursery place, it may be necessary to withdraw a payment session.
- Half a terms notice will be required to withdraw from the paid place. Exceptional circumstances will be considered.

After School Clubs

Pupils have the option to attend a wide range of after school clubs. These clubs run from 3.15pm and finish at 4.30pm. A club list is set out to parents before the start of every term and places can be booked online through parentpay. The cost of the club can vary depending on resources and staff needed to run the club. School staff are paid to run the club and external staff are paid directly but are subject to a 10% administrative charge of their takings.

Wrap Around Care

Pupils can attend the Welford Wrap Around Clubs which run before and after school.

Costs

Morning 8am-8.55am- £5.00
 After School Session 1 £5.50
 After School Session 2 £7.00

Costs will need to be reviewed annually

Please discuss with Mrs C Johnston at the school office for further information.

Signed.....(Chair of Governors)

Signed.....(Headteacher)

Date.....