Great Barford Church of England Primary Academy

Charging and Remissions Policy

'Growing together through learning, friendship and worship'

Introduction

The Trust board recognises the valuable contribution that a wide range of additional activities and educational visits can contribute towards pupils' education. In so doing, however, we acknowledge that it must remain within the legislation governing charging for such activities as outlined in the Education Act (1996) and subsequent information provided by the DfE (1999, 2003,2008)

Aims

The Trust board aims to promote and provide activities, both as part of a broad and balanced curriculum, and as optional activities to enhance their experiences; whilst at the same time ensuring:

- The right of every child to free, state education is maintained
- Equality of opportunity enables all pupils to access the educational experiences being offered

Policy

- We make no charge for National Curriculum or Statutory Religious Education and related activities in school.
- All pupils are eligible to participate in activities organised by the school which are undertaken wholly in school time.
- We will make a request for a voluntary contribution from parents/carers which enables the provision of a wide range of enriching activities.
- We will ask for a voluntary contribution for activities wholly or partly in school time which otherwise would be prohibited by cost.
- No pupil will be excluded from any such activity on the basis on non-contribution.
- We may provide support towards the cost of an activity where there are financial difficulties and the parent/carer has met with the Headteacher to discuss payment.
- The principles of best value will be applied when planning activities that occur costs to the parents/carers or to the school.
- Voluntary contributions will be set at a level which meets the cost of the activity and neither generate excess funds not subsidise remitted charges (i.e. reflect cost per eligible pupil).
- Activities may be cancelled as a consequence of insufficient contributions, if so, all contributions will be reimbursed in full.
- Under the Equality Act 2010, due regard has been given to equality considerations, and no child will be charged extra for additional requirements to meet any pupil's additional needs.
- Charges will be made for extra-curricular activities where there is a direct charge to the school from a third-party provider. The use of Pupil Premium money will be considered if a pupil is excluded because of financial difficulties.
- Parents/carers may be asked to make a contribution towards replacing damaged or lost school property caused wilfully by a child. All circumstances will be considered before making a decision.

Exceptions

Instrumental tuition

Charges will be made for individual musical instrument tuition (paid directly to the music tuition provider)

School meals

Children in Nursery, who meet the required criteria, are provided with a free school meal.

Children in Reception, Y1 and Y2 are provided with universal free school meals.

Children who are in Y3, Y4, Y5, Y6 are required to purchase their school dinner directly from Caterlink, unless they are entitled to free school dinners.

Breakfast, After School and Holiday Club

The School provides extended hours provision through Breakfast, After School and Holiday Club, and they run as follows:

- Breakfast Club from 7:45am until 8:45am (term time only)
- After School Club from 3:15pm until 6:00pm (term time only)
- Holiday Club from 8:00am until 6:00pm (set out in advance by the school)

It is the school policy that:

- For Breakfast Club and After School Club, invoices are issued monthly, 10 days before the end of the month. The invoice will detail the due date, payment instructions, and details of the sessions they are paying for.
- For Breakfast Club and After School Club a two week notice period is needed if parents/carers wish to cancel their regular booking. If individual sessions are cancelled, these are still charged for.
- Once the regular booking is in place for Breakfast Club or After School Club, it is the parent's responsibility to inform school if there are any changes required. The booking will automatically be carried forward from each term to the next, and from each academic year to the next.
- Payments for Holiday Club are made as follows:
    - If the child does not attend the school, payment is required at the time of the holiday club booking.
    - If the child does attend the school, but is not currently using wrap-around care or the nursery provision, payment is required at the time of booking.
    - If the child attends wrap-around care or nursery, the parent/carer will continue to be invoiced on a monthly basis.
- If a child is collected late, the Headteacher reserves the right to charge the parent/carer to charge for the additional time. The reasons for the delay will be considered.

Nursery

Nursery sessions are:

Morning session 8:45am until 11:45am

Lunch club 11:45am until 12.15pm

Afternoon session 12:15pm until 3:15pm

- Charges are made for the time that is additional to the funded hours provided.

- Invoices are issued monthly, 10 days before the end of the month.

Failure to pay

If full payment is not received by the due date:

- Parents/carers will be contacted to remind them that the payment is due.
- When payment is overdue by two weeks, parent/carers are informed that the payment is overdue, and reminded that the Headteacher is available to discuss the matter, which will be dealt with confidentially.
- If payment is not received within an additional 14 days, the parent/carer will be informed in writing that the payment is overdue and an appointment will be made to discuss the matter with the Business Manager or Accounts Assistant.
- If the amount is not cleared immediately, an appointment is made with the Headteacher to set up a payment plan which will be agreed by both sides.
- If the payment remains outstanding, Unity Church of England Trust will take legal action.

Remissions

The remission of charges is at the discretion of the Headteacher.

If a pupil is Pupil Premium, the Headteacher may waive a charge wholly or in part in discussion with the parent/carer. Other cases of hardship may be considered to remit charges wholly or in part.

The charges may be waivered for Wrap-around Care at the discretion of the Headteacher for short-term support of families in need.

If a pupil, due to exceptional circumstances, is unable to attend a residential outing, the school will negotiate with the provider to recoup whole or part of the cost. If this is not forthcoming, the school will consider meeting the refunds from the school budget.

Review Date: January 2021

Related documents:

‘Nursery and Wrap Around Care Provision agreement, terms and conditions’.

‘Administering Medication’ Policy