



## **Great Barford Primary Academy**

### **Charging and Remissions Policy**

#### **Rationale**

The purpose of this policy is to ensure that there is clarity over those items which the academy will provide free of charge and for those items where there may be a charge.

Great Barford Lower Academy includes nursery, breakfast, after academy club and holiday clubs. These extended services are charged for.

The Governing Body recognises the valuable contribution that a wide range of additional activities, including trips and clubs, can make towards pupils' education. We aim to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

#### **Definition**

The academy day is defined as:

- 8.45 to 11.45 part time nursery session
- 11.45-12.15 nursery lunch club
- 12.15-3.15 part time nursery session
- 8.55 to 11.45 and 1.00 to 3.15 for Year R
- 8.55 to 11.45 and 12.45 to 3.20 for Years 1 & 2
- 8.55 to 12.15 and 1.15 to 3.20 for Years 3 & 4

The one hour midday break, 11.45-12.45 for Reception and KS1 and 12.15-1.15 for KS2, does not form part of the academy day

Breakfast and After Academy club (term time only)

- 8.00 to 8.45 for Before Academy club
- 3.30 to 6.00 for After Academy club

Holiday Club

- 8.00 to 6.00

#### **Policy**

During the academy day all activities that are a necessary part of the National or Foundation Stage curriculum plus religious education will be provided free of charge. This includes materials, equipment and transport to take pupils between the academy and the activity. It excludes charges for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the academy day which entail additional cost e.g. field trips or visits to museums, farms etc. 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.



### **Optional Activities Outside of the Main Academy Day**

We will usually charge for optional, extra activities provided outside of the academy day e.g. football club etc. Such activities are not part of the National Curriculum or religious education.

### **Nursery and Wrap Around Care - Term Time**

Parents are charged for time that is additional to the funded hours provided (15 hours for eligible 2 year olds, 15 hours for all 3 & 4 year olds, 30 hours for eligible 3 & 4 year olds). For the year 2017/16 the charging rate is £4.00 per hour. Invoices are issued monthly during the last week of the month concerned. The information on the invoice specifies the due date, payment instructions and details of the sessions that are chargeable.

### **Holiday Club**

For 2017/18 the charging rates for the holiday period are:

£10 for a four hour session

£24 for a full 10 hour day

Additional hours at £3.50 per hour

Payment is required at the time of the holiday club booking, in advance of the booking, unless the child is already a pupil registered with the wrap around care, in which case the parent will continue to be invoiced on a monthly basis.

If a child is collected after the agreed time the client will be invoiced for the additional session time.

If collection takes place after the close of the wrap around care or holiday club, the client will be liable for an additional charge of £25 for each hour or part hour that adult supervision is provided. This charge will be made at the discretion on the Head teacher in case of extenuating circumstances..

### **Replacing Damaged or Lost Academy Property**

Parents are asked to make a contribution towards replacing damaged or lost academy property caused wilfully or negligently by their children.

### **Calculating Charges on ad hoc activities**

When charges are made for any activity, whether during or outside of the academy 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 cannot or will not pay. Support for cases of hardship will be at the headteacher's discretion.

The principles of best value will be applied when planning activities that incur costs to the academy and/or charge to parents. The academy will ensure it does not make a profit on any of these activities.



### **Circumstances where charges may be remitted**

Voluntary contributions may be sought for activities during the school day which entail additional costs. For example, trips to museums or places of interest; theatre groups or living history groups. In these circumstances no pupil will be prevented from participating because his or her parents can not or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities as the cost of coach hire is considerable. The school may use pupil premium to fund the cost of activities during the school day for children on FSM or low incomes (ever6). It may fund these activities for other children at the discretion of the headteacher. Parents are always invited to come and speak to the headteacher in confidence regarding the cost of enrichment activities. The same policy applies to optional activities outside the school day, music tuition, swimming and residential visits.

### **Eligible benefits**

Income support

Income-based job seekers allowance

Support under part vi of the Immigration and Asylum act 1999: or Child Tax Credit (providing they do not also receive working tax credit)

### **Collection procedure for overdue debts**

1. If full payment is not received by the due date the parent/debtor will receive a text message requesting immediate payment.
2. When a payment is overdue by more than two weeks, with no response from the parent/debtor, then a phone call will be made requesting immediate payment.
3. If payment is not received within an additional 14 days, a 7 day legal letter will be sent to the parent/debtor.
4. If payment remains outstanding then the finance team will either:
  - a. agree a payment plan with the parent/debtor, or
  - b. take legal action.
5. Non payment of a debt will be referred to the Head teacher for a decision on the child's placement.

