

# Heathfield Primary School



## Charging and Remissions Policy

Signed Head:  
Signed Chair:  
Date:

## **INTRODUCTION**

Educational experiences should be accessible to all our children. We do not charge for any activity undertaken as part of the delivery of the National Curriculum in school. Heathfield Primary School does, however, provide a range of activities in order to enrich children's learning and may charge for these to ensure the activities are sustainable and covers costs.

In addition to in school provision, Heathfield also offers out of hours wraparound care for its pupils, HOOSC club. This provision is high quality and delivered by members of the school's staff who are specifically employed for HOOSC club. We also provide high quality preschool provision and childcare for children in the term after they turn two. Charges for top up hours and our charging structure can be found in this policy. Parents should also refer to our Admission policy for further guidance.

### **Section 1**

#### **Educational Visits and Experiences**

#### **CHARGING FOR SCHOOL TRIP/ACTIVITIES - legislation**

1. Governing bodies must make it clear in their admission arrangements that there is no charge or cost related to the admission of a child to a school.
2. Under charging provisions set out in legislation, governing bodies may choose to charge for certain defined activities, which will be clearly notified to the parents beforehand. A small fund is available within school to help parents who cannot meet the charges.
3. School trips are an important part of school life and can contribute to the ethos of the school. However participation in these activities is on the basis of parental choice and a willingness to meet permitted charges. Again, a small fund is available within school to help parents who cannot meet the charges.
4. Governing bodies must not imply that such trips are compulsory and as a result discourage some parents from applying for a place at the school.
5. They must make it clear that any contribution to school funds and voluntary contributions to trips are not mandatory and that the expectation is that low income families will contribute to a small amount or nothing.
6. Parents must be assured that if they choose not to, or are unable to contribute that this will in no way disadvantage their child.
7. A charge may be made for certain activities that take place outside of school hours for example board and lodgings on residential trips. However, the charge must not exceed the actual cost and children who are eligible to free school meals are exempt. School should inform all parents who are eligible, of their right to claim free board and lodgings.

#### **VOLUNTARY CONTRIBUTIONS**

When organising school trips, visits or specialist speakers/workshops, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions the experience may be cancelled due to increasingly tight school budgets which are unable to subsidise costs.

If a parent wishes their child to take part in a trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully. Sometimes the school pays additional costs in order to support activities where this is affordable within the school budget. Parents have a right to know how each trip, visit or event is funded. The school provides this information on request no charges exceed the costs incurred by school.

Additional activities organised by the school include:

- visits to museums and theatres;
- sporting events;
- musical performances
- Visiting pantomimes/ workshops.

### **RESIDENTIAL VISITS**

The school organises an annual residential visit for older pupils which is to provide education directly related to outdoor and adventurous activities. This trip takes place mainly over a weekend. We make a charge to cover the costs of travel expenses, board and lodging. The charge does not exceed the costs incurred by the school.

### **REMISSIONS POLICY**

If the parent/guardian of a pupil is in receipt of Income Support, Income Based job Seekers Allowance, guaranteed element of state pension credit, support under part VI of the Immigration & Asylum Act 1999 or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £15575), charges in respect of board and lodging will be subsidised.

### **EXTRA CURRICULAR CLUBS**

A wide range of clubs is offered after school, the vast majority of which are free as they are run by staff on a voluntary basis. When a specialist teacher or qualified coach runs and organises these sessions, a small charge will be made to cover costs of buying these services in. For some clubs, such as cookery, there may be small charges applied to cover cost of materials/ingredients.

### **MUSIC TUITION**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small group music tuition, since this is an additional curriculum activity and not part of the National Curriculum. These individual or small group lessons are taught by peripatetic music teachers. Bolton Music Service make a charge for these lessons although the full cost is subsidised by the school. If numbers of children drop, we may have to increase charges made to parents to keep the school subsidy at an affordable rate. Parents would be notified in advance of changes. We give parents information about additional music tuition at the start of each academic year.

### **SWIMMING**

The school organises swimming lessons for all children in year 4 and a 1-off assessment for children in Year 6. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity and school funds transport to the venue. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part for health and safety purposes.

## **Section 2** **Early Years Charging**

### **FIRST STEPS – 2 year olds**

Our Two Year Old unit: *Heathfield, First Steps* is initially for children who are eligible for **funded** places. (See Admissions policy)

Where we are not full, we are able to take a small number of places for which parents will be charged. The demand for these sessions may be high and we have to allocate places based on the age of children, oldest first. Initial paid places will be open to children who turn three in the autumn term, they will then move to our 3 year old provision from spring term onwards. (See admissions policy for more detail)

First Steps vacancies are full morning or afternoon sessions, 5 days per week. Where there are vacancies, the school will open up a small number of two and three session rates for families not needing care all week. This arrangement is reviewed on a termly basis.

The cost for **2 year olds** sessions is;

£15	per session	8.45am – 11.45am OR 12.20pm – 3.20pm
£70	Full week's cover	am OR pm session

The service is non-profit making and we try to keep fees as low as possible so that childcare is affordable to our parents. Fees are set at a level to cover costs and staff ratios, which for two year olds is a ratio of 1:4.

The Governing Board aims to increase the fees only as needed when costs rise and no more often than every six months. Revisions of fee level will be announced at least one month in advance of any such changes. Parents and carers are notified individually by letter.

## **NURSERY CLASS – 3 year olds**

### **Universal Offer**

This refers to the offer for all children in the term after they turn three where all are entitled to 15 hours child care each week.

In addition to the 15 hours entitlement, if places are available in the three year old provision, parents have the option to purchase additional hours. This cannot be less than 3 session blocks in addition to the 15 hours already funded by the DfE.

The charge for this will be;

£14	per session	8.40am – 11.40am OR 12.20pm – 3.20pm
£4	per lunch session	11.45am – 12.20pm
£80	Full week's cover	8.40am – 3.20pm including lunchtimes *reflects discount for full week

Fees must be paid 4 weeks in advance. For September start, this must be paid before the end of the summer term. Fees are payable regardless of illness or holidays. The bank holiday/ school closure reduction is already built into the fee structure and there is not a reduced rate for these weeks.

In order to cancel additional hours, 4 weeks' written notice is required. If this is not given, charges will still be applied as normal. This will be the case even if the child does not attend additional sessions.

A contract of additional hours will be signed by the parent at the start of each term. This will form an agreement between school and the parent of the charges being applied and how payment will be received in advance.

### **FAILURE TO PAY FEES**

We regret that if families fail to pay fees for additional hours, the additional top up places will be forfeited and open to other parents. This includes any late fees that may be incurred.

### **30 HOURS PROVISION**

At Heathfield we will deliver on the DfE's new policy of providing 30 hours funded childcare for working parents from September 2017. For three year olds, we offer several options of service. All children are eligible for 15 funded hours from the **term after their third birthday**. This is known as the **Universal Offer**.

We also offer 16 places for parents who are eligible to the 30 hours childcare which starts from September 17. In our commitment to offering these full time places, we do not want to

disadvantage children who already attend Heathfield, but whose families would not be eligible for the full time places. This means that we offer a combination of full time and part time places to cater for the different families in our community.

**Families who meet the following criteria would be eligible for 30 hours funded child care:**

- All parents living in the household work a minimum of 16 hours a week at national living wage, and earn no more than £100 000 each per year.

**Or**

- One or both parents are currently on maternity, paternity or shared parental/adoption leave
- One or both parents are currently on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capacity to work

**30 hour plus charging structure**

We will continue to operate the same session times, which provides over 30 hours of learning time.

**Full time**

8.40am – 3.20pm; 33.3 hours each week

**Part time**

8.40am – 11.40am AM, or 12.20pm – 3.20pm PM; 15 hours each week

Lunch provision will still follow the EYFS curriculum, but will be an additional 35 minutes x 5 days, totalling 200 minutes each week above the 30 hours offer.

**School charges parents just £10 each week for this childcare. This then provides 33.3 hours of child care each week, with only £10 charged to parents.**

If parents chose not to pay this top up fee, there is an option to collect children at 2.40pm daily. You should mark this clearly on your application form.

Fees are reviewed annually to ensure the school can continue to cover its costs, where charges have to be increased, we aim to give parents a term's notice.

**LUNCH FEES**

Nursery children do not fall under the governments universal free school meals for infants. Parents will have the option of sending in food from home, or purchasing school meals at £1.40 each day. Snack provision also follows the same charges as the rest of school at

**LATE COLLECTION CHARGES**

As ratios of adults per child are calculated based on our registered children, late collection fees will be incurred if parents are late collecting their children.

This will be charged at the session rate; ie if you have paid for a morning and lunch session for your child and collect later than 12.30pm, you will be charged £12 session fee for going into the afternoon. For children taking the 30 hours option, they must be collected at 2.40pm or the last session will be out of ratio. Late collection on any day will incur additional staff pay and parents will be charged £4.

**PAYMENTS**

Fee payment can be made by:

Cash

Cheque (made payable to Heathfield Primary School)

Childcare Vouchers (please check to find out which are accepted)

Standing order

Fees are not refundable or transferable except where at least one month notice of absence is given. It is most helpful if you inform school with as much notice as possible of any expected absences. This will help keep staffing costs down.

### **BOOKING YOUR CHILD'S PLACE**

In order to maintain your child's place on initially starting at First Steps, parents are asked to pay a deposit of £40.00 which will be repaid on the last day of your child's attendance at First Steps or Nursery, providing that all fees are paid and up to date. A completed booking form must also be handed in to the Office one week in advance accompanied by payment. If we do not receive your booking form and payment one week in advance, your child's place may be reallocated.

Once your booking has been made, all absences for any reason are charged at the normal rate. Flexible and additional hours can be booked subject to availability but a booking form must be filled in accompanied with payment. For arrangements made by telephone, a booking must be completed along with payment on collection of your child. It is essential that you collect your child on time as they find it upsetting if you are late. Please let us know as soon as possible if you anticipate being late. There will be a charge for the additional time at the normal hourly rate, see section on Late Collection, above. Late payment could result in the child's additional sessions being withdrawn.

### **CANCELLATION OF PLACES**

We require 4 weeks' notice for cancellation of places. Without this notice, fees will still be charged.

## **Section 3**

### **HOOSC After School Club**

The Heathfield Out Of School Club recognise that safe, creative care and play is valuable to all children and their parents/guardians; we aim to meet the needs of both children and their families alike.

### **ADMISSION CRITERIA**

The criteria for admission is as follows:

- The club has 24 places available and these will be offered to children between the ages of 3 and 11 years on a first come first served basis. Priority will be given to those children requiring a full time place i.e. five mornings and afternoons.
- A fee of £10.00 per child will be required at the time of registration. This payment will be non-refundable.
- Staff members' rates are 50% of usual fees
- Places must be booked each Thursday for the following week.
- Payment must be made each Thursday for the following week to secure each child's place.
- No child will be refused admission provided there is a place available.
- Where demand exceeds availability, the Committee will make every endeavor to extend the number of places available by utilising other areas and employing more staff if possible.
- In the event that an extension of places is not possible, a waiting list will come into operation

The Club operates within an equal opportunities framework and this policy will be carefully monitored to ensure that no section of the community is discriminated against.

### **Hoosc charges are;**

£7.75 per evening session; collection anytime from 3.15pm – 6pm

£3.75 morning session; drop off anytime 8am – 8.55am

£50 full week session

£4 single hour 3.15pm-4.15pm

### **RETENTION OF PLACES**

Children may take breaks from attending the Club and retain their places provided that the Senior Playcare Worker is informed, in writing, of the reason of non-attendance (i.e. exceptional circumstances) and the date on which the child/ren will return. Occasional absence within term time will still be charged to ensure the ongoing viability of the child care facility. This is within the agreement parents sign when their child starts club.

### **LATE COLLECTION CHARGES**

As our staff finish at 6pm, any collection after this period must be charged at £5 per 15 minutes to cover HOOSC and site staff charges. This charge must be applied consistently. We appreciate your support with the prompt collection of your children.

### **CANCELLATION**

In order to cancel a child's place, two weeks' written notice is required. This will ensure that the place can be allocated to a child from the waiting list.

## **Section 4** **Other School Charges**

### **SNACK MONEY**

Healthy snacks are available daily through our school kitchen. These are charged at 40p/day from Nursery to year 6. First Steps children have daily fruit and this is charged at £5 per half term.

### **DINNER MONEY**

We are pleased to confirm that the Council has agreed to continue the discounted tariff for the KS2 and full time nursery pupils (inc 30hrs free childcare) who pay for meals. A small increase applied to the charge to reflect the rise in increased costs associated with inflation. From September 2017 the discounted meal tariff across Bolton schools is **£1.40/ week**.

Please note nursery and KS2 pupils who are eligible for statutory free meal should continue to claim in the normal way. Please speak to us if you need support with confirming your eligibility for this.

### **DAMAGE/LOSS TO PROPERTY**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion. As a guide, the school charges £5 for lost library books in order to replenish stock.

### **PASSPORT FORMS**

The school make a charge of £10 for completion of passport forms This money gets paid into school fund to replenish other consumables and to reinvest in our children.

### **LETTINGS**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and form part of our separate Out of Hours policy.

### **OTHER CHARGES**

The Head Teacher, Finance Committee or Governing Board may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

## **Section 5**

### **The School Admission Code of Practice Guidance on School Uniforms**

The School Admissions Code states that: 'All governing boards **must** ensure that their policies and practices do not disadvantage certain social groups or discourage them from seeking a place at the school of their choice for their child'.

This includes their school uniform/appearance policy and their charging and remissions policy. This will promote fair access and remove school uniform and school tips as a barrier to choice.

#### **SCHOOL UNIFORM**

1. School uniforms help to define the ethos of a school and the standards expected. They help give children pride in their school, and make them ambassadors for their school in a community.
2. Our uniform was chosen after consultation with pupils and parents. Our Governing board gives high priority to cost and we ensured the affordable availability of our uniform within the local area when making our selection
3. Lost property uniform is advertised at the start of each term and reusable lost property is available for 50p donation to school fund if unclaimed
4. School ensures that no family feels unable to apply to us school due to the cost of our uniform. Schemes for remission of costs are publicised and administered discreetly.
5. DfE guidance on school uniforms has been published for consultation and clearly states that no uniform should be so expensive as to leave children of their families feeling socially excluded. This applies to existing and prospective parents and cuts across the Government's aims of supporting parental preference and preventing social exclusion.

#### **CONCLUSION**

Charges made by the school cover the expenses incurred and are designed to be equitable for all.

This policy is reviewed annually.