



CHARGING AND REMISSIONS POLICY

Reference: The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Exception

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil.

FS1 Extended Hours

The Education Act 2011 received Royal Assent on the 15th November 2011. The Act allows schools to charge for Early Years hours in excess of the 15-hour free entitlement. Where places are available, there is an option to top up a 15-hour session on a weekly basis at a cost of £17.50 per day for the extra 3 hours care. This must be paid for in advance. For children staying for the whole day, there are three options for the child's lunch break which must be paid in addition to the £17.50 per day:

- School lunch + 35 minutes extra provision (£5.00 per day)
- Packed lunch + 35 minutes extra provision (£2.50)
- Child collected at 11:55am and returned to school at 12:30pm (no cost)

Access to Pupil Records

Under Education (Pupil Information) Regulations 2005, parents have a right to access their own children's educational records free of charge. If they would like photocopies of their children's files, the governing body can charge £25 per hour plus postage. All requests should be in writing, and the school should supply these within 15 school days.

Voluntary Contributions

Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled by the school or activity provider, any monies received will be returned. Parents/Carers will be asked to make voluntary contributions to school trips, visits, residential activities or for practical activities. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities, a voluntary contribution will be sought.

Residential Activities

No charge is made for a residential activity taking place largely during school time where this charge is for education or for the cost of travel. Charges are made to cover board and lodging. Children of parents/carers receiving certain benefits may be entitled to a grant to cover some of the cost of board and lodging.



Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher 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. It is not school policy to reimburse parents/carers or staff from school funds for loss or damage to children's or staff's personal property.

Dinners

The cost for pupils not eligible for free school meals or universal free school meals (FS2, Year 1 and Year 2) is £2.50 per day, payable in advance either by paying on ParentPay, or by cash or cheque. The cost of adult meals is £3.00 per day.

Staff Loans

Staff will be expected to sign for certain expensive pieces of equipment such as laptops and cameras, and they are responsible for ensuring that these are kept safe in a locked cupboard. Staff may take these items home when working off site, but should these items go missing at any point the Headteacher must be informed immediately. The signatory may be liable for the cost of replacement; this would be at the discretion of the Headteacher.

Security

There is a £5.00 charge for the replacement of lost swipe cards or keys. This is to cover the cost. All staff should report the loss of swipe cards or keys as soon as possible.

Late Collections

On the second late collection within a term, without reasonable excuse, the parent/carer will be sent a letter reminding them to collect their child from school at 3.30pm. If the child is collected late a third time, an invoice will be issued as follows:

In cases where a child is not collected within fifteen minutes of the end of the school day (i.e. 3.30 pm) or after school activity a charge of £5.00 will be made to the parent/carer for up to 30 minutes of non-collection and then £10.00 thereafter for each thirty-minute period that the child is not collected. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.

If the child has not been collected after one hour (4.30 pm) and no contact has been made or arrangements agreed, we will follow our Child Protection Procedures for uncollected children.

Procedures for Non-Collected Children

Late Collected Children

- All late collected children will be recorded in the "late book" and this information may be passed on to the school's child safeguarding officer for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- Where there is no improvement in late collection a second letter will be sent and a referral made to the Children's Services.

After School Clubs

- Where children are collected more than 15 minutes late from a school-run after-school club on 2 occasions, they will automatically lose their place at after school clubs for the rest of the academic year.



Persistent Late Collection

It is expected that parents/carers collect their children from school on time as failure to do so on a regular basis may mean that the school would have to take further action and inform Social Services as this may be considered as the abandonment of a minor.

In case of financial difficulty, Parents/Carers should contact the headteacher.

Reviewed: July 2019
Next Review Date: July 2020
Custodian: Governing Body/Premises and Finance Committee

Signed by the Chair of Governors: