

# Monksmoor Park CE Primary School

## Charging and remissions policy

Date ratified by Governors:

29<sup>th</sup> August 2018

Dates reviewed by Governors:

1. 18<sup>th</sup> March 2019
2. 8<sup>th</sup> July 2020
- 3.

**Note:** This document takes account of the most up to date central government information and guidance, at the time of writing (see footer). It is subject to change as guided by government policy.

## **1. Introduction**

1.1 We recognise the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards students' personal and social education.

1.2 We aim to promote and provide activities both as part of a broad and balanced curriculum for the students of the Monksmoor Park CE Primary School and as additional optional activities.

1.3 While wishing to promote and provide as broad a range of such activities as possible for the benefit of all students, Monksmoor Park CE Primary school reserves the right to make a charge for certain activities organised by the school from time to time.

## **2. Charging**

### 2.1 Optional Extras

2.1.1 The School endeavours to provide a range of activities which are held outside the compulsory curriculum. Parents/carers will be notified in advance of any such activities and their estimated cost. Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its cost and the number of participants. This charge will not exceed the total cost of providing the activity.

2.1.2 Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra' and only board and lodging charges will be made.

### 2.2 Charging for residential activities

2.2.1 If the activity is during School hours, charges will be made for the board and lodging element of such activities. Parents/carers will be notified in advance of any such activities and their estimated cost, and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the total cost of providing the trip for each student.

2.2.2 All such charges will be made in line with government guidelines and will take into account the circumstances of parents.

2.2.3 The School reserves the right to cancel trips if they become economically unviable. Adequate notice will be given to notify parents of such decisions.

### 2.3 Materials, Equipment and Ingredients

2.3.1 MONKSMOOR PARK CE PRIMARY SCHOOL reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in school hours, for example during design and food technology lessons for students. This will be at the discretion of the school.

2.3.2 It is the responsibility of parents/carers to cover the cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside school hours and which are purely voluntary and optional. (It remains the parent/carer's responsibility to supply school uniform including PE Kit).

### 2.4 Music Tuition

2.4.1 There is a charge for individual tuition in the playing of a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. Any such tuition must be delivered with the agreement of parents/carers. The costs of music tuition will not exceed the cost of providing it, including, amongst other things, the cost of providing a music teacher.

## 2.5 Community Users

2.5.1 The School may arrange to let its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs.

## 2.6 General

2.6.1 The cost of repairing damage and replacing school property or equipment (lost, defaced or damaged) remains the responsibility of the parent/carer when this damage or loss is the result of their child's behaviour or negligence. Parents/carers are reminded that students should not bring valuables into the school and understand that the school takes no responsibility for any items lost.

2.6.2 MONKSMOOR PARK CE PRIMARY SCHOOL may from time to time amend the categories of activity for which a charge may be made.

2.6.3 Nothing in this policy statement precludes MONKSMOOR PARK CE PRIMARY SCHOOL from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.

## 2.7 Nursery

### 2.7.1 Free Entitlement:

From the term following a child's third birthday parents/carers are entitled to a maximum of 570 hours free childcare per year (15 hours per week over 38 weeks). No charge will be levied for parents/carers claiming their Free Entitlement only. Parents/carers may claim their entitlement from more than one provider at the same time but must not exceed a total of 570 hours over 3 funding periods. Where parents/carers have claimed at a different setting the school reserves the right to charge the parent/carer for any funding shortfall at the rate of the Free Entitlement funding for that child under the Local Authority single funding formula plus any deprivation supplement applicable.

2.7.2 In order to qualify for free entitlements parents / carers must, by the head count day set by the council each term, have:  
provided proof of address and the child's birth certificate,  
signed the LA free entitlement form and  
had their eligibility (if claiming 30 hours) verified by the school

### 2.7.3 Fee-paying nursery places:

Fees for any additional hours used by the child and family over and above any free entitlement will be charged at £4.50 per hour

### 2.7.4 Additional hours are offered in line with the following criteria:

- The school will prioritise the offering of Free Entitlement places where children are eligible and on the school application list
- Places that might otherwise be unfilled following the admissions process (ie when all eligible applicants have been offered), and before the termly census

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- date, can be offered for a fee
- Part time fee paying places for rising threes may be offered where the child will have their third birthday in that term but is not yet eligible for the Free Entitlement. For example a child who turns 3 on the 6th September would be eligible for the 15 hours Free Entitlement from the following January. However, where this is an unfilled place they could pay for their additional hours and take up a place from their third birthday.
- Fees will be invoiced each term in advance for additional hours and payment
- can be made termly or on a monthly basis but always in advance.
- If fees are persistently paid late, the child's place may be withdrawn.

### 2.7.5 Charges are reviewed annually by the school and Governing Body

In all circumstances, parents/ carers are required to sign a contractual agreement with the school to secure hours for Nursery provision.

2.7.6 The school also accepts Childcare vouchers and subscribes to the Government Tax Free Childcare scheme for payment of the Nursery fees.

2.7.6 Currently, there is no provision for Nursery children to have lunch.

### 2.8 Wrap Around Care

#### 2.8.1 Wrap Around Care will include:

Breakfast Club: 7.45 to 8.45 am.

After School Club: 3.10 to 4.30 pm

Late Pick Up: 4.30 to 5.45 pm

2.8.2 Payment for wrap around care will be expected in advance at time of booking as per the Wrap Around Care Policy.

2.8.3 Charges are reviewed annually by the school and Governing Body.

## **3. Remissions**

3.1 Parents/carers may apply to MONKSMOOR PARK CE PRIMARY SCHOOL for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case by case basis. MONKSMOOR PARK CE PRIMARY SCHOOL may from time to time decide to remit all or part of the cost of activities involving particular students. This will be at the discretion of the Headteacher of the School. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made.

3.2 When arranging a chargeable activity, MONKSMOOR PARK CE PRIMARY SCHOOL will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers must complete the Application for Remission form and forward it to the School Business Manager and, if requested, provide proof of their income or benefit.

3.3 Authorisation of remission will be made by the Headteacher. All parents/carers, however, will have the right of appeal to the School, represented by the Chair of the Governing Body.

3.4 Parents/carers providing proof of being in receipt of one of the following will be given remission support of charges for chargeable visits:

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- Universal Credit (as prescribed in government guidelines on roll-out)
- Income Support
- Income-based Jobseeker's Allowance
- Child Tax Credit, as long as they do not receive Working Tax Credit<sup>3.8T</sup>
- the Guarantee Element of the State Pension Credit
- support under part VI of the Immigration and Asylum Act 1999
- an income related employment and support allowance that was introduced on 27 September 2008

3.5 Other exceptional circumstances may be considered by the Headteacher at the School.

3.6 In the case of uniform support or other chargeable activities remissions will be at the discretion of the Headteacher at the School.



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MONKSMOOR PARK CE PRIMARY SCHOOL
Application for Remission from Charges/School Uniform Support
Date:
Name of Student:
Name of Parent/Carer:
Signature of Parent/Carer:
Date:
Activity/ Funding required for:
Total Cost:
Reason for application/circumstances
(Please give details of benefits currently received)
To be completed by the School
Granted / Not granted

Amount and breakdown of subsidy granted:
Approved by: [Finance and Headteacher to sign]
Time given to pay:
Date:
Can this be funded from Activities For All grant?
Other funding/Budget area?
Distribution List: (if applicable)
Finance Office:
Headteacher:
Trips Leader:
Other: