

CAVALRY PRIMARY SCHOOL

An Academy with The Elliot Foundation Academies Trust

CHARGING AND REMISSIONS POLICY

The following statement of policy has been agreed by the Governors at their meeting on 20th May 2019 and will be reviewed annually.

Purpose of the Policy

This policy document ensures that requirements of parents to make financial contribution to any school activity is legal, enables the school to develop a positive ethos, and is consistently and fairly applied in all situations.

Aims

- Ensure that as far as possible all children are given equal access to activities, which are considered to form part of the school curriculum.
- Ensure opportunities are offered which further enhance children's education. These activities are offered on a fee-paying basis.

Principles

All children, regardless of parental income, should have access to all areas of the National Curriculum.

Charges and Remissions

1. Education during school hours

1.1 Any activity required specifically by the syllabus for a public examination, or to fulfil a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips. Remission from board and lodging charges is available to families eligible for free school meals on production of proof of eligibility. Cavalry School uses Pupil Premium funding to subsidize the cost of residential visits for eligible children.

1.2 Any activity wholly or mainly in school hours, other than the above, is similarly available free of charge to those eligible for free school meals. Voluntary contributions towards the cost of the activity may be invited and the school reserves the right to cancel the activity if insufficient funds are available. Cavalry School uses Pupil Premium funding to subsidize the cost of educational visits for eligible children so that there is no charge for day visits.

1.3 In certain circumstances, the provision of a trip in school time may be entrusted to a "third party" for example a tour operator. The school will be responsible for advising

parents on the adequacy of the arrangements made by the third party to secure the safety and welfare of the children. In these cases, a charge can be levied direct on the parents by the third party.

1.4 Tuition in playing any musical instrument, where the tuition is provided either individually or to a group of no more than four pupils, other than as part of a prescribed examination syllabus, may be charged for. This includes peripatetic tuition provided by self-employed tutors or teachers. The governors require that parents contract with the school for a period of one term. Cavalry School uses Pupil Premium funding to subsidize the cost of instrument tuition for eligible children so that there is no charge.

1.5 There is no charge for group or class music tuition, but parents may be invited, voluntarily, to make a contribution to the cost of hiring/buying instruments or providing music.

1.6 Parents cannot be required to supply any books, materials or other equipment for use in school hours, but parents are invited to assist with the provision of the basic items listed in the school prospectus.

1.7 On a voluntary basis, parents may contribute to the cost of ingredients and materials for use in Design Technology or Art and Design. This assumes that the parents will own the finished product.

2. Education outside school hours.

2.1 After School Clubs: Children are given the opportunity to take part in various after-school clubs, which are organised to enhance the curriculum. The governors reserve the right to charge children on a 'pay as they use' basis. All monies collected in respect of clubs run by members of the teaching staff are used to offset the cost of materials. Where clubs are run by external providers or support staff, parents may be charged to cover the staffing costs of the club too.

3. Breakages and Damages

The Governors are entitled to require parents to pay for the cost of damage caused by the pupil's behaviour (eg breakage of a window, damage to furniture). This also applies

to lost, damaged or defaced books.

4. Procedure & Practice

4.1 Any parent experiencing financial difficulties is encouraged to approach the Headteacher to discuss methods of payment, where appropriate.

4.2 Systems for receiving and recording payment will be set up to ensure that parents have opportunities to pay by methods appropriate to their circumstances, for example by allowing staged payments for larger sums of money.

4.3 A list of activities which are funded by the school from the Pupil Premium Grant for those pupils registered for free school meals now or at any time in the last 6 years is made available to parents via the school website. This also applies to Services children, Looked After children and post-LAC or adopted children.

4.4 The school encourages all parents to use our secure online payment system 'ParentPay' to pay all monies to school. Where this is not possible, the school accepts payment by cash or cheque made payable to 'Cavalry Primary School'. Receipts are issued for all cash payments to Breakfast Club and After School Club.

Charging Policy for Breakfast Club

Breakfast Club offers supervision and a healthy breakfast to any child on the roll of the school or nursery between 7.45 a.m. and 8.45 a.m. in term time only. We charge £2 per day which contributes to costs of staffing and providing breakfast. This is usually paid in advance at the time of booking but may be paid on the day in exceptional circumstances. Children who are registered for the Pupil Premium may have their place at Breakfast Club funded from the Pupil Premium grant.

Charging Policy for 'Stay & Play'

Stay & Play offers supervision, a light snack and space to play to any child on the roll of the school or nursery between 3.15 and 5.15 p.m. Charges are as follows: 3.15 to 4.15 p.m. £3.50 4.15 to 5.15 p.m. £3.50

All sessions must be paid for in advance when booking the session on ParentPay and there is no remission for children receiving Pupil Premium funding. If children attend an after school club from 3.15 to 4.15 then join Stay & Play from 4.15 to 5.15, parents are charged the full £7.00 as staff will need to be employed for the full time period.

Children must be collected promptly at the end of the time slot. The school reserves the

right to charge parents if late collection results in a child staying for any part of the next hour. If children are not collected at the end of the school day, the school places children in After School Club for safe supervision and reserves the right to charge parents £3.50 for the service used. The After School Club closes at 5.15 p.m. and all children must be collected promptly if they have stayed for the whole session. Late collection will result in an additional fee charged at £6 per 15 minutes or any part thereof. This fee covers the cost of paying two members of staff to work overtime.

Charging Policy for Cavalry School Nursery

Cavalry School nursery offers high quality Early Years education and child care, with 48 places offered in the morning sessions and 48 offered in the afternoons. Children may also stay for a packed lunch between sessions.

Parents/carers may access their 15 hours of free early years education per week for 38 weeks a year during term time. This free entitlement can also be shared between settings. Parents will be required to sign a parent/school contract stating when and where children are accessing their 15 hours free entitlement. Some parents may be eligible for 30 hours of free early years education according to criteria set by the government. Parents must obtain a funding code from the government website and provide this to the school office to access 30 hours funded sessions.

Additional Sessions and Charges

Governors have determined that additional blocks of 3 hourly sessions may be purchased for £10 subject to availability and the price will be reviewed annually. Parents are able to request any combination of sessions, subject to availability. Children who stay all day will need to pay an additional £1 to cover staff costs across the lunch break. They may bring a packed lunch or purchase a school meal for £1.85.

Additional sessions and charges will be added to the parent/ school contract. Additional sessions must be booked in advance in agreement with the School Office. A half term's written notice is required should parents wish to cancel additional sessions at Cavalry School Nursery. The school reserves the right to charge half a terms fees should parents not provide this written notice. Once additional sessions have been allocated they will continue to be included in the termly session allocations unless:

1. Parents have given a half term's written notice to cease the extra sessions.
2. The child leaves the nursery.
3. Payment for additional sessions are not made by the date stated on parent/school contract.

4. The child has not been attending the additional sessions regularly

(whether sessions have been paid for or not). During periods of high interest/ oversubscription requests for additional sessions will be allocated on a first come first served basis.

Fee Payment

We expect all parents to pay promptly in advance via ParentPay, our online portal. The school office will issue each parent with an invoice at the start of each term, allowing ten working days for the full amount to be paid. If the costs for the half term are not paid within ten working days, lunch club and/or additional sessions will be withdrawn until the invoice has been paid in full. Individual payment arrangements in exceptional circumstances can be discussed with the Head Teacher. Please talk to office staff should you think you have exceptional circumstances. If a child is absent due to sickness refunds or reductions are NOT available for absence. (School costs do not diminish if a child is ill). This includes lunch club. In the case of prolonged unexpected absence e.g. serious illness, fees will be refunded at the discretion of the Governing Body.

Cancelling Sessions: The permanent cancellation of any free entitlement sessions can be made at any time. Parents will be required to sign an updated parent/ school contract. To cancel Additional Bought Sessions (charged) half a term's written notice will be required. Any permanently cancelled sessions will be made available to other children.

Liability Statement: It is acknowledged that Cavalry School Nursery will not be under any liability or responsibility to the parent or child in respect of any temporary interruption in or temporary failure or delay in providing facilities, if such failure or delay is caused by a temporary unavailability of staff, building or maintenance work to the Children's Centre premises, fire, abnormal weather conditions, Government actions or regulations or by some other cause (whatever the description and not necessarily limited to foregoing examples) beyond reasonable control of Cavalry School Nursery provided always that, if Cavalry School Nursery shall be totally unable to provide the facilities during opening hours for longer than one day, the client shall receive a credit of any appropriate proportion of their fee.