



# **Charging and Remissions Policy**

October 2021

To be reviewed October 2023

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

### **Core Day**

- The school may levy charges to parents/carers who wish to extend their child's part time provision. The cost for such provision is currently £8.00 per hour for 3-4 year olds and £9.00 per hour for two year olds. There will be a late fee of £5.00 per minute, 15 minutes after the session had ended.
- **Two year olds, 3 half-days = £3,078.00**
- **Two year olds, 5 half-days = £5,130.00**

### **Extended Day**

Extended day is provided to children who are three years to five years of age. The charge per session is £25.00 (3.30-6pm) term time only.

Breakfast club is charged at £5.00 per session (8am-8.30am)

- **School Trips**
- Day Trips. No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

### **Activities Outside School Core Hours**

- The school will levy charges to families wishing to take up breakfast provision, tea provision and utilise a holiday play scheme. The cost for breakfast provision will be: £5.00 per half hour, Tea provision will be £20.00 per session.
- The school or Children's Centre may charge a nominal fee for services outside school time or outside of the school term, such as payment to local cinema.

### **Renting of the building**

- A contractual agreement will be signed by the hirer stating clearly they are expected to ensure the facilities are left as they found them and any damage will chargeable.
- A deposit of £100.00 will be required
- The charge to staff will be (£150.00 per session or £200 per session for the public and £350.00 for a full day and £400 for the public. A session is (4 hours), a full day is (8 hours) ending no later than 4.30pm.
- Anyone renting will be required to have public indemnity insurance

### **Damage/Loss to Property**

- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Voluntary Contributions**

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school and centre may request or invite parents to make a contribution towards the cost of the trip. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.
- To support healthy eating ethos at the centre, parents/carers are invited to make contributions towards the costs of snacks.

### **Holiday Play scheme**

Fees for the holiday play scheme are £30 per session (8.30-3.30pm) and £20 per children for families earning less than £20K per year.

### **Other charges**

- Charges may be levelled as per the school's Freedom of Information policy and Subject Access policy.
- The Children's Centre may charge a nominal fee for some services such as baby massage, however, such fees will not deter families from using such services. Families who are eligible for specific benefits or are deemed to be vulnerable will be exempt from such charges.
- The Headteacher, Resource Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

### **Optional School uniform**

- Should parent/carers wish to purchase a school sweat shirt there is a charge of £8.00. All parent/carers are required to purchase a book bag £4.50 each new or a recycled book bag at a cost of £1.00. Parents can also purchase a PE bag at a cost of £3.50p for their child's spare clothes or can borrow one from the school.

### **Remissions Policy**

- The Headteacher, Resource Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

### **Catering**

- The school charges all families the cost of a school lunch unless families are entitled to free school meals. The cost of a school lunch is currently £2.00 per day.

### **Governor Expenses**

- The school will reimburse any monies incurred by Governors that have been pre-agreed with the Headteacher in accordance with the duties of the Governing Body. The school will provide training for Governors, the budget for this will be determined within the school's budget on a yearly basis.