



Chandlers Field Primary School

Charging and Remissions Policy

New Policy: Autumn Term 2018

Ratified November 2018 by Finance committee

Approved by Finance: November 2018

Renewal: As required

CHARGING AND REMISSIONS POLICY

It is the Governors' aim to maintain the right of every child to free school education. All activities which take place wholly or mainly within school hours should be available to all pupils regardless of whether their parents are willing, or able, to help meet the cost. School hours are those when school is in session and not including the break in the middle of the day.

It should be clearly understood that no child whose parents choose not to, or are unable to, contribute toward a school activity will be discriminated against but will always be included in any activity taking place during school hours.

The Policy takes account of six areas where costs may arise:

1. Internal school activities such as baking, sewing, modelling and where part of the developmental process is to take home the finished product to show parents or to keep as a souvenir.

To assist in the provision of activities and resources Governors may request a voluntary contribution from parents. The decision on whether to request this voluntary contribution, and the amount of any contribution, is reviewed annually by the Governing Body. Contributions may be paid termly or annually per family and are used purely to enhance specific areas of the curriculum namely Design Technology and Information and Communication Technology, and are not for general unspecified purposes.

2. Educational visits taking place wholly or partially during school hours.

The Governors and staff believe that visits of an educational nature add to children's development. However, there is a considerable cost involved in paying for both entry fees and transport that the school's funding from Surrey County Council cannot cover.

Therefore, it is the policy of the school that if a visit is felt to be worthwhile for the children's educational development, parents will be asked to make voluntary contributions towards the costs involved. Parents of pupils entitled to pupil premium will be asked to make a nominal contribution. Only if sufficient funds are raised in this way to cover the cost will the visit take place. If insufficient funds are forthcoming trips may have to be cancelled and any contributions returned.

Parents should be aware that because the contributions are voluntary, an extra amount may be included in order to meet all the costs involved. These amounts will generally be quite small in size, and should any surplus result then it will be carried forward in a 'trips fund' to help subsidise the next visit, or if substantial will be shared amongst those who contributed. Parents should also note that no child will be excluded because his/her parent may not have contributed.

Refunds will only be made in exceptional circumstances.

3. Educational visits taking place outside school hours

Visits in this category may be evening/after school trips to the theatre or residential visits such as PGL. These are called optional extras. The school's policy is that as the visit is outside school hours it is solely up to the parents whether or not they wish their child to be included in the activity. Places will be allocated on a first come basis up to the number of places available, provided that the cost of their child's place has been met. The school is under no obligation to take any child that has not paid. The cost for each place will only be the actual cost including insurance, if necessary, with no extras included. Parents of pupils entitled to pupil premium will be asked to make a contribution approximately equal to the deposit. If insufficient places are taken up the school would have to cancel the trip and return the amount already paid.

Refunds will only be made in exceptional circumstances.

4. Breakages, damage or loss caused non-accidentally to the school by identifiable pupils.

Governors understand that sometimes items of furniture, fixtures or equipment can be broken either through wear and tear or by accident. However, there are times when it is quite clear that damage has been caused deliberately or reasonable care has not been shown.

The school policy is that where it can be clearly shown that the breakage or damage has been caused deliberately, by an identifiable pupil, then the parents of that child will be asked to pay in full for the repair or replacement of the item. Books or items of clothes and equipment belonging to the school which are taken home and lost will be included in this category.

5. Other activities arranged by a third party organisation but using Chandlers Field accommodation

These activities might include language or sports clubs and holiday playschemes where school premises are used but all charging and remission arrangements are the direct and sole responsibility of the organisations concerned.

Surrey County Council provides group and individual musical instrument teaching but all charging and remission arrangements are the direct and sole responsibility of Surrey Arts North.

6. Before and After School Club

Wraparound care is managed as part of Chandlers Field School. Attendance fees are reviewed annually and other charges are set out in the Otters Before and After School Club Terms and Conditions.

7. Three Rivers Children's Centre

Three Rivers Children's Centre is managed as part of Chandlers Field Primary School. Attendance fees are charged for sessions run by external providers. The

charges are voluntary and are made to ensure commitment from participants booked on sessions. A small charge may be made for events run by centre staff to cover their costs for such items as refreshments.

8. Requests for valuation of pupils by independent schools

The school would normally provide, with parental permission, a copy of pupil's last report. If, however, a school required more detailed information the charge would be £70.

9. Complaints

If parents or carers are unhappy with the application of this Policy they should, in the first instance, discuss the matter with the Headteacher. If they still have concerns they should put these in writing to the Headteacher, then to the Chair of Governors.

10. Nursery

Universal Entitlement

Fees will only be chargeable if children attend for more than 15 hours per week and the family is not entitled to 30 hours funded childcare available from HMRC. To confirm eligibility, please go to <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Extended Hours

Fees will only be chargeable if children attend for more than 30 hours per week. Children attending 30 hours, attend for 6.75 hours a day. Extended hours finish at 11.45am on Friday, children staying between 11.45am and 3.30pm will be charged additional hours at £5 per hour full hour (£15.00 per week.) Invoicing for additional hours will be half termly and 4 weeks' notice will be required if additional hours are no longer required. If your child does not attend the additional hours but you would like them to start, please inform the nursery staff at the end of the half term prior to them starting the following half term.

Any additional hours beyond free entitlement will be calculated at £5 per hour, subject to review each academic year. It is the parents' responsibility to ensure whether or not they are entitled to 30 hours of free nursery provision, should they wish to have it. Should parents' circumstances change and they are no longer entitled to free provision, the school must be informed and after the appropriate notice period, parents will be expected to pay for additional hours until a time when a 15 hour placement becomes available. The decision as to whether the 15 hours are for morning or afternoon provision will rest with the school.

Fees will be due during the first week of each half term. Fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the nursery can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents. No compensation will be paid or refund given if the nursery has to be closed due to any reason beyond the control of the nursery, such as power failures or weather conditions.

Late payment: If due fees are not paid on time you may put your child's place at risk of being terminated and offered to the next person on the waiting list.

