



Charging & Remissions Policy
Darrington CE Primary School

Introduction

We strive to offer an exciting curriculum which enriches the school experience for all our pupils. We understand that trips and experiences may incur a cost and these costs where possible will be met by school however on occasion this will not be feasible within budgets. As a result of this we will ask parents/guardians to make a contribution to contribute towards these costs.

The costs we ask for will not exceed the cost of the activity or trip.

Educational Visits

School visits out into the locality or visitors into school greatly enhance the curriculum, but unfortunately many of these incur costs, especially for transport. When organising these visits we ask parents to contribute towards the cost. If we do not receive sufficient voluntary contributions, we may cancel a visit or visitor. If a child is absent for the visit after making a contribution, monies will be refunded except in the case of theatre tickets, or other pre-paid expenses where the cost of which will already have been made in advance. Theatres do not make refunds. When a visit goes ahead, it may include children whose parents have not made a contribution. We do not treat these children differently from any others. Parents have a right to know how each trip is funded and we will provide that information upon request. Parents of those children who are in receipt of Pupil Premium Funding will not be expected to pay for these educational trips whereby this funding can be used to fund the trip, or may only be required to pay a proportion of the total cost of the trip/visit.

Where a pupil is in receipt of Pupil Premium, the Governing Body will pay up to a maximum percentage contribution of 50% to the cost of board and lodgings for any residential activity (classed as an optional extra taking place out of school hours).

In exceptional circumstances, parents can apply in confidence to the Headteacher for the remission of the charges in part or full, and evidence may be requested. The Headteacher, in consultation with the Chair of Governors, can make authorisation of any such remission considering all circumstances.

Activity weeks in school

Experienced coaches, dance/theatre companies and other professionals are sometimes invited to lead workshops for pupils to learn new skills not normally available through the school curriculum. Parents are asked usually to make a contribution towards these activities to help offset the cost of employing these outside agencies.

Breakfast Club

Our Breakfast Club is available to all pupils, Monday to Friday during term time (excluding inset days) from 7.30am until 8.45am when school starts.

Pre-booked sessions (more than one working days notice);

- 7.30am to 8.45am including a healthy breakfast and juice drink - £5.00*
- Drop off only after 8.15am with no breakfast - £2.50*

Adhoc sessions booked with less than one working day, or where a pupil is dropped off and has not been booked in using the online system;

- 7.30am to 8.45am including a healthy breakfast and juice drink - £7.50*
- Drop off only after 8.15am with no breakfast - £5.00*

Children in receipt of Pupil Premium Funding may be eligible to use the breakfast club at no charge, please enquire at the school office for further clarification.

Afterschool club provided by school staff

School will provide an afterschool club as part of the extended care offer but this does not form part of the curriculum or activities within it. The club will run two session which are;

Pre-booked sessions with more than one working day notice;

- 3.15pm to 4.15pm with no snacks provided by school - £4.00*
- 3.15pm to 5.30pm with healthy snacks provided at 4.15pm - £8.00*

Adhoc sessions booked with less than one working day, or where a pupil is dropped off and has not been booked in using the online system;

- 3.15pm to 4.15pm with no snacks provided by school - £6.50*
- 3.15pm to 5.30pm with healthy snacks provided at 4.15pm - £10.50*

If a child attends another paid afterschool sports club and requires the extended care, then it will be charged at £4.00* per pre booked session, or full price for non pre booked sessions.

Children wishing to attend Breakfast or Afterschool Club must book in advance using the online booking system and we reserve the right to refuse entry to any pupil who has not been booked in advance if this will impact staffing ratios, or pupils are consistently not booked in using the online system

Sessions must be booked in advance using the school booking system and any sessions booked and not cancelled with at least one working days' notice will still be charged regardless of if these are taken up by the child. Payment must be made at the time of booking however we understand that at times you may require adhoc sessions. These should be booked through the school office by telephoning or emailing admin@darringtonschool.org.uk Adhoc sessions, or sessions where pupils have been dropped at these sessions with no prior booking will be charged at the higher cost and this will be applied to your online booking system account. Any arrears accrued on your account for two weeks or more may result in school withdrawing the offer of an afterschool session until these arrears are paid in full. Should persistent arrears occur (more than 2 weeks) the school reserves the right to withdraw the offer of extended care for a fixed period of time.

*Prices correct at time of this policy review - please contact school for our current charges.

Sports or Educational After School and Lunchtime Clubs

These clubs are available to all pupils, some being free of charge and led by staff. Others may be led by professional coaches and incur tuition charges. We will inform you of the charges prior to the club starting. Unfortunately, any child who is owing a debt to school will not be able to book onto another club until the debt is cleared. For further details please contact the school office.

Children in receipt of Pupil Premium Funding may be eligible to use the club for a reduced fee. Please enquire at the school office for further clarification.

Food/ Technology Costs

School may ask for contributions towards the cost of ingredients when the end product will be shared by the children in school or a sample taken home.

Loss or Damage to Property or Equipment

The school environment and the resources within it should be respected and protected. Parents are asked to contribute towards the cost of lost or damaged reading books. They may be asked to contribute towards the cost of repair or replacement of school equipment, if their child has wilfully caused this damage and the school reserves the right to invoice for the cost of replacements.

Individual and Group Music Tuition

The charge for providing individual/group musical instrument tuition is currently provided by Wakefield Music Services and the charges per term will not exceed the cost of the provision. School currently subsidises the cost of music lessons however a fee is payable by parents for the provision of this service. Fees will be charged per term and notice to stop must be given prior to the new term starting. Children in receipt of Pupil Premium will receive lessons free of charge.

Early Years - 3 and 4 year olds

From September 2017 changes to the early years funding means that eligible parents will be entitled to up to 30 hours of free childcare per week (**extended entitlement**) which can be taken up in a variety of ways. This will be split into two categories;

- **Universal entitlement/funding** - 15 hours funding per week for all 3 and 4 year olds.
- **Extended entitlement/funding** - Up to an additional 15 hours funding per week for eligible parents of 3 and 4 year olds.

Hours of operation

- Breakfast club: 7.30am to 8.45am
- School day: 8.45am to 3.15pm
- Afterschool club: 3.15pm to 5.30pm

Additional sessions will only be charged where the 15 hours **universal entitlement funding** and additional 15 hours **extended entitlement funding** (where eligible) has been allocated.

The **universal and extended funding** can be used for daily morning/afternoon sessions, or full days.

You can choose to use your **universal funding** to cover any sessions within the week either morning, afternoons, or for the full day covering both sessions up to a maximum of 15 hours per week. For a full day the funding will be applied from 8.45am and parents should inform the school office and Nursery if they are collecting the child once the funding has been used for that day, or if you require additional hours/sessions. Please discuss and agree your individual session requirements with the office. **Universal funding** cannot be used for breakfast or afterschool clubs.

If **extended entitlement funding** is to be used, you should discuss your requirements with the school office to ensure that the maximum funding you are eligible for has been applied before any additional charges for sessions.

You must provide school with your **11 digit eligibility** code the term before you wish your child to start using this entitlement in nursery. Failure to provide this code will result in you being invoiced for the hours your child is in nursery as this cannot be applied retrospectively.

Extended entitlement funding may also be used to purchase provision in the breakfast club, and afterschool club subject to availability. Please check with the school office for availability.

Sessions/days will be allocated on a first come first served basis and a place will be only guaranteed once a formal offer and parental agreement has been returned and accepted by the school.

Charges

- An hourly rate of £5.00 will be charged for any additional hours.
- Trips and visits to school by third party providers will be charged based on the cost of the trip or visit and you will be advised of this prior to the trip. Pupils in receipt of Pupil Premium do not need to cover this cost as this will be taken from the funding.

Any charges made by the school will only reflect the cost of running the service such as staffing, utilities, equipment, continuous professional development, and resources.

Invoices

Parents will receive an invoice for the sessions/hours and this will be expected to be paid by the due date. Failure to pay by the due date may result in the school withdrawing the additional non-funded hours. Payment can be made online using the bank transfer details on the invoice, or by using tax free childcare vouchers. Please ensure your payment reference includes the sales invoice number.

Deposit

The school reserves the right to charge parents using extended entitlement to pay a deposit of £50 to secure your child's place. This will be refunded and/or deducted from your first months invoice. Should you fail to take up your child's place, this will then become **non-refundable**.

Tax Free Childcare vouchers

Tax free childcare vouchers can be used to cover the cost of extended childcare provision in either Breakfast club, Afterschool club, or to cover additional Nursery hours.

Tax free childcare vouchers cannot be used to cover the cost of the following;

- School lunch provision
- Music Services Tuition
- Any school trips or visits

Please visit www.gov.uk for further details regarding tax free childcare vouchers.

Inclusion

This policy will be applied to all pupils. We welcome our responsibilities under the Disability Equality Duty by promoting equal opportunities, eliminating discrimination and improving access to learning for disabled people. In order to comply with the requirements of the DDA 2006, we will make reasonable adjustments to

ensure all stakeholders understand and can follow this policy. We will actively seek to remove any barriers to learning and participation that may hinder or exclude individuals or groups of pupils.

Policy title	Charging and Remissions Policy
Monitoring and review	Annually
Links	N/A
Staff responsible	Headteacher/School Business Manager
Committee responsible	Resources Committee
Date approved	July 2023
Next review date	July 2025