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1.1 Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. A summary of this policy will be included in the School Prospectus and available on our school website.

1.2 Responsibilities and Policy Rationale

The Governing Body of the School are responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and the Governing Body.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming lessons.

We endeavour where possible to fund transport costs incurred when children represent the school in events linked to the National Curriculum including competitions, debates, choir events, Network Learning, pupil exchange and participation in events which bring pupils from different schools together such as School Council events. Usually we are able to participate in these events by making use of our mini bus; however this may involve cost to the school in terms of overtime for the mini bus driver or any Teaching Assistants accompanying the children.

1.3 Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- entry for a prescribed public examination, if the pupil has been prepared for it at the school
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a trip
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport

- transporting registered pupils to other premises where the Governing Body or local education authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- transport provided in connection with an educational trip

1.4 *Optional Extras*

The following is a list of additional activities (known as Optional Extras) organised by the school which require voluntary contributions from parents. The information is provided as guidance on charges made for regular activities undertaken at school. The list is not exhaustive:

1.4a Residential Visits

Should the school organise a residential visit in school time or mainly in school time then we would ask parents to make a voluntary contribution to cover the costs of board and lodging. If parents do not make a voluntary contribution or insufficient funds are collected, then the trip may have to be cancelled.

1.4b Music Tuition

All children study music as part of the normal school curriculum. There may be a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We give parents information about additional music tuition available at the start of each academic year or as/when the opportunities arise.

1.4c Swimming

The school organises swimming lessons for children in Key Stage 2. These take place during school time and are part of the National Curriculum. We inform parents when these lessons are due to take place and we ask parents for their written permission for their child to take part in swimming lessons.

School asks for a voluntary contribution of a specified amount per half term of swimming. Parents can choose to pay in a lump sum or on a weekly basis. The contributions received help cover the cost of the pool hire, instructor charge and transport costs. All staffing costs are covered by the school budget.

1.4d After-School Sporting/Extra Curricular Activities

The school sometimes offers additional out of school activities / clubs. Should the club be run by a qualified instructor then a small charge may be made to cover the cost of the coach. Activities and clubs run by a member of employed staff will not normally be charged for, however a contribution may be requested where specific materials need to be purchased.

If there is an insufficient uptake of the out of school activities / clubs it may be necessary to cancel individual clubs due to financial circumstances.

For After School Club facilities provided through our Daycare, parents will have a signed agreement/contract for payment. Payments are expected on the Friday of the week before a child takes part in that club.

1.5 Breakfast Club

Caslon Primary Community School Breakfast Club offers children a nutritious, well balanced breakfast, to help fuel their brains and bodies for the busy day ahead. Breakfast club is run by an experienced, caring team, who will encourage the children to develop a wide range of skills.

Please refer to the Addendum for the current Breakfast Club daily charges.

1.6 Daycare and Nursery

On top of funded hours, there is availability to take up further hours in Daycare and Nursery. Where this is needed by a parent, a contract is drawn up confirming the costs of such care. Payments for care in Daycare and Nursery can be made weekly or monthly. If paying weekly, the fees should be paid to Managers on the Friday before care is to be received. If paying monthly, the payments should be made in advance of the care on the final Friday of the month before care is to be received. We also accept a range of Childcare Vouchers. In the event of non-payment, staff reserve the right to 'pause' a child's place until costs have been met.

Please refer to the Addendum for details of the current fees for Daycare or Nursery.

1.7 School Uniform

School uniform is purchased by parents from an external supplier. A prices list of all items of school uniform can be obtained from the school office.

1.8 Lettings

Charges cover Caretaker costs, heating and lighting and generate a small profit. Charges are made for the first two hours and any subsequent hours are charged at an additional rate. Charges will vary depending upon whether the letting is required on a weekday or a weekend.

Refer to Addendum for current letting charges.

1.9 Payment System

Please note that the school uses School Buddy where parents can make online payments and select the amount they wish to pay, for large purchase such as Term of breakfast club payment, a 25% deposit is requested upon booking.

1.10 Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of

Charges and Remissions Policy

charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit Run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

1.11 Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- Admission costs for trips and visits arranged during the school day (coach costs will be paid for by the school budget for up to two trips per year group per academic year)
- Sporting activities which require transport/admission expenses
- Outdoor adventure activities
- Visits to the theatre/visiting theatre groups to school
- Musical events

Parents should be aware that:

- the contribution is genuinely voluntary and a parent/carer is under no obligation to pay
- registered pupils at the school will not be treated differently according to whether or not their parent/carer has made any contribution in response to the request.
- should insufficient contributions be made then the trip may need to be cancelled. The individual cost of a trip is calculated using the number of children eligible to attend and non-payment may make that trip not viable.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

1.12 Refunds

The school considers making refunds as necessary. The school has to ensure that the trip or activity still remains cost effective. Where trips or activities are cancelled the school will make a refund as appropriate however refunds for trips when a child has not been able to attend may not always be possible (e.g. when theatre tickets have been purchased). The school will always be mindful of individual circumstances and will try to accommodate refund requests on an individual basis according to need.

Date of Policy approval: June 2019

Date of Policy review: June 2020

Charges and Remissions Policy

Policy approved: (Chair of Finance Committee)

Beecher Bear Daycare 2018/2019 Price List

Session	Includes	Cost per session
Half day session 3 hours	Either am (8.30am - 11.30am) or pm (12.15pm - 3.15pm)	£15.00
Half day session 3 ¾ hours	Either am (8.30 - 12.15pm) or pm (11.30 - 3.15pm) Including hot lunch	£20.00
Additional / Occasional (dependent upon availability)	Hourly rate applies	£5.00
Lunch time (added onto free hours)	With hot lunch	£6.40
	With home sandwiches	£4.00
Full School Day 8.30am - 3.15pm	Including Hot Lunch	£36.00
Wrap Around Care	<u>Breakfast Club</u> (Catering for Nursery and Daycare children) 7.30am onwards	£3.50
	<u>After School Club</u> (Catering for pupils up to 11 Years Old) 3.00pm - 4.15pm - Early Session	£3.50
	3.00pm - 5.30pm - Whole Session	£5.00

Time for Twos	Available in 3 hour and / or 6 hour sessions Please ask staff for more details or visit: www.dudley.gov.uk and search Time for Twos to find out if you are eligible.	FREE
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Beecher Bear Nursery 2018/2019 Price List

Session	Includes	Cost per session
Wrap Around Care	Either am (7.30am - 12.15pm, served with breakfast and hot lunch)	£24.00
	or pm (11.30pm - 5.30pm, served with hot lunch and high tea)	£26.00
Additional	2.30pm - 3.15pm (3/4 hr session)	£3.00
Lunch	Hot lunch	£2.40
Full Day 7.30am - 5.30pm	Including breakfast, hot lunch and high tea	£40.00
30 Hrs Nursery Children	Please ask staff for more details or visit: www.dudley.gov.uk and search time for 30 hrs nursery to find out if you are eligible.	FREE

ACTIVITY	COST	ADDITIONAL INFO
Swimming	£15.00 per 11 week block	<i>Price covers cost of pool, instructor and travel.</i>
Lettings	Weekdays £25 for 2 hours and £10 for subsequent hours Saturday £30 for 2 hours and £10 for subsequent hours Sunday £35 for 2 hours and £10 for subsequent	<i>VAT not included.</i> <i>A returnable deposit of £25 is to be paid with the original booking.</i> <i>A key can be issued for an additional deposit of £75.</i>

	hours.	
School Uniform	Purchase direct with the supplier.	

Charging Addendum

