



# CHARGING AND REMISSIONS POLICY

*June 2023*

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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 Board 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 minibus; 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 Board 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 Board 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 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 contribution to cover the costs of board and lodging. If parents do not make a 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. We do not charge for this. 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 an electronic 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 via Schools Buddy (online payment system) this is

the evening before the session starts. 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 currently purchased by school from an external supplier. School does keep a small stock of school ties in school. These can be obtained from the school office and paid for via Schools Buddy.

### *1.8 Lettings*

Charges cover caretaker costs, heating, and lighting and generate a small profit.

Charges are:

- Weekdays a charge is made for the first two hours and any subsequent hours charged at an additional rate.
- On Saturdays or Sundays, a charge is made for the first two hours and any subsequent hours at an additional rate.

Refer to Addendum for current letting charges.

### *1.9 Payment Cards*

Please note that the school is always happy to accept payment by instalment for an event whatever the contribution requested. A payment card can be offered to record the payments and is returned to the parent/carer each time a payment is made.

### *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 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 Trip Contributions*

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

- Admission costs for trips and visits arranged during the school day
- 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:



- 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.

### 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.

### 1.14 Charges linked to FOI

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 20p price per sheet (black & white)	Actual cost 20p price per sheet (black & white)
	Photocopying/printing @ 35p price per sheet (colour)	Actual cost 35p price per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class *

Date of Policy approval: June 2023

Date of Policy review: June 2024

Policy approved: Governing Board

## Price List 2023/2024

Session	Includes	Cost per session
<b>Daycare and Nursery</b> <b>Half-day session</b> <b>3 hours</b> (dependent upon availability)	Either am (8.30am – 11.30am) or pm (12.00pm – 3.00pm)  Please discuss this with a member of staff to confirm places are available.	£15.00
<b>Daycare</b> <b>Additional / Occasional</b> (dependent upon availability)	Hourly rate applies	£5.00
<b>Daycare and Nursery</b> <b>Lunch time</b> (added onto free hours)	With hot dinner  With home sandwiches	£4.90  £2.50
<b>Nursery</b>  Additional	2:30pm – 3:00pm  Whole week 5 days	£2.50  £10.00
<b>Time for Twos</b>	Available in 3-hour sessions  Please ask staff for more details or visit: <a href="http://www.dudley.gov.uk">www.dudley.gov.uk</a> and search time for twos to find out if you are eligible.	FREE
<b>30 Hrs Nursery Children</b>	Please ask staff for more details or visit: <a href="http://www.dudley.gov.uk">www.dudley.gov.uk</a> and search time for 30 hrs nursery to find out if you are eligible.	FREE
<b>Wrap Around Care</b>	<p style="text-align: center;"><b>Breakfast Club</b>                      (Catering for pupils up to 11 Years Old)                      7.30am onwards Monday – Friday                      5 days offer</p> <p style="text-align: center;"><b>After School Club</b>                      (Catering for pupils up to 11 Years Old)                      3.00pm – 4.30pm Monday – Thursday                      4 days offer</p>	£4.00  £18.00  £5.00  £18.00

## Charging Addendum

ACTIVITY	COST	ADDITIONAL INFO
<b>Swimming</b>	£15.00 per 11-week block	<i>Price covers cost of pool, instructor and travel.</i>
<b>Lettings</b>	Weekdays £30 for 2 hours and £10 for subsequent hours Saturday £35 for 2 hours and £10 for subsequent hours Sunday £40 for 2 hours and £10 for subsequent hours.	<i>VAT not included. A returnable deposit of £25 is to be paid with the original booking. A key can be issued for an additional deposit of £75.</i>
<b>School Uniform</b>	£2.85	<i>Ties, these can be collected from the school office and your school buddy account will be charged.</i>
<b>Lunch Prices</b>	£2.40 daily	Hot dinner

## Charging Addendum – Beech Tree SEMH Base

DAMAGE	COST	ADDITIONAL INFORMATION
Damage to classroom equipment (small items i.e., books, clipboards, games)	£3 contribution	Contribution towards the replacement of damaged equipment
Damage to classroom equipment (large items i.e., tables, chairs, soft furnishings)	£10 contribution	Contribution towards the replacement of damaged equipment
Damage that can be repaired by site manager	£15 contribution	Contribution towards site managers time costs and costs of resources to complete repair work
Damage that needs to be repaired by a specialist (i.e., windows, doors, fencing)	£40 contribution	Contribution towards call out charge, professionals hourly charge and where necessary, replacement products
Damage to ICT equipment to be repaired or replaced	£50	Contribution towards replacement or repairing of the equipment.