

# Heathmere Primary School

## Charging and Remissions Policy September 2019

---

### Heathmere



**Respect**

**Resilience**

**High Expectations**

Written by: Satie Roy

Role: School Business Manager

Date: August 2019

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

### **Voluntary Contributions**

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours;
- School equipment;
- School funds generally.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the event. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the event. If an event goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. We will tell you at the outset if any activities cannot be funded without voluntary contributions.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents.

This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- School trips
- Musical events.

Voluntary contributions will, in all circumstances, be invited through individual letters to parents.

### **Residential visits**

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. Any

# Heathmere Primary School

## Charging and Remissions Policy September 2019

---

parents or legal guardians who are experiencing financial difficulty will be encouraged to approach the school where we will seek to find assistance with the charges. The Governing Body will determine the special circumstances as appropriate, however, in all cases parents will be expected to make a nominal contribution. If the visit makes a surplus due to external grants, this will be carried forward for the next group of pupils that will be attending the residential trip.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum.

### **Swimming**

The school organises swimming lessons for pupils in years 2, 3, 4, 5 and 6. These take place in school time. The school currently pays for swimming lessons. In the event that it can no longer be fully funded by the school parents will be asked to make a voluntary payment for these lessons to cover the cost of specialist tuition. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. No child will be excluded from these lessons because of an inability to pay.

### **Breakages and Lost or Damaged Books**

Where a child's actions incur extra costs to the school, by breakage of equipment, damage to premises, loss or damage to text books or library books, parents will be invited to pay a contribution to cover the whole or part of the cost.

### **Extra Curricular Activities**

The school will endeavour to offer pupils a range of optional extra-curricular activities to widen their experiences e.g. football, dance and singing. Parents will be asked for a contribution for all after school activities. Parents with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Headteacher.

### **Refunds and Repayment**

Where an activity makes a surplus, refunds will be issued by the school business manager. Payment made for trips etc. will not be refunded as the costing for the trip will have already been calculated.

### **Remissions**

Any requests for financial assistance will be assessed by the Governing Body.

### **Nursery – Additional 15 hour**

All Nursery children are entitled to 15 hours Nursery education; parents who meet the criteria are entitled to an additional 15 hours of funding. However for those parents who do not qualify for the additional 15 hours but would like their child to have a fulltime place in Nursery the school has adopted a charging policy in line with the DfE's hourly rates. Please see Appendix A for further details.

The school charging policy will be subject to change if there is new LA or DfES directives.

# Heathmere Primary School

## Charging and Remissions Policy September 2019

---

Appendix A

1. The weekly charge for the additional 15 hours of Nursery is - £75.00, Daily rate is £15.00
2. Payments are to be made in full on a monthly basis on the 1<sup>st</sup> of every month. If your child starts Nursery part way through a month then payment is required for the remainder of the month and following full month.
3. Children can either bring a packed lunch to school or have a school meal at a cost of £2.25 per day
4. Absences, including time off for sickness, will be charged at the full rate. Only in exceptional medical circumstances would charges be waived for non-attendance. The school reserves the right to make a decision on the level of charge in such circumstances. The first 10 days of a medical exception is payable, anything above 10 days may be waived at the Head teacher's discretion.
5. Children must not attend Nursery if they are unwell with a temperature, diarrhoea, vomiting or any other infectious illness. Children with diarrhoea or vomiting should not return to the Nursery until they have been well for 48 hours. Please let the school know if your child has these symptoms.
6. The school requires half a term's notice if you wish to withdraw your child from the additional 15 hours provision. Notice extends to both the parents/carers and the school. Cancellations without notice will require all outstanding fees and charges applicable to the notice period to be paid in full.
7. Failure by parent/carer to pay for additional hours will result in the additional hours being withdrawn immediately. On no account will charges for childcare be allowed to accumulate.
8. Additional hours are chargeable at the daily rate of £15; however this will only be available if the school is able to accommodate the requirement.
9. At present payment can be made by cash or cheque. Cheques to be made payable to Heathmere Primary School.
10. These are current prices and may be subject to change.

I confirm that I have read and I agree to the policy stated above:

Parent Signature		Head/SBM Signature	
Parent Name		Head/SBM Name	
Date		Date	

Heathmere Primary School  
Charging and Remissions Policy September 2019

---

**Autumn Term**

<b>Month</b>	<b>No. of Days</b>	<b>1 Day</b>	<b>2 Days</b>	<b>3 Days</b>	<b>4 Days</b>	<b>5 Days</b>
1st September 2019	21	£60	£120	£180	£240	£270
1st October 2019	17	£60	£144	£180	£240	£255
1st November 2019	21	£60	£120	£180	£240	£300
1st December 2019	14	£45	£90	£135	£180	£210

**Spring Term**

<b>Month</b>	<b>No. of Days</b>	<b>1 Day</b>	<b>2 Days</b>	<b>3 Days</b>	<b>4 Days</b>	<b>5 Days</b>
6th January 2020	20	£60	£144	£180	£256	£300
1st February 2020	15	£45	£90	£135	£180	£225
1st March 2020	25	£60	£120	£180	£240	£375

**Summer Term**

<b>Month</b>	<b>No. of Days</b>	<b>1 Day</b>	<b>2 Days</b>	<b>3 Days</b>	<b>4 Days</b>	<b>5 Days</b>
20th April 2020	9	£30	£60	£90	£120	£135
1st May 2020	16	£45	£90	£135	£180	£225
1st June 2020	22	£60	£120	£180	£240	£300
1st July 2020	15	£60	£120	£135	£180	£225