



## **Charging and Remissions Policy**

### **2023-2024**

This policy will be reviewed **annually**, or earlier if required by legislation or new DfE guidance and presented to the Full Governing Board for adoption.

Ratified By: **Full Governing Board**

Date Ratified: **23<sup>rd</sup> May 2023**

Next Review **May 2023**

#### **Stickney Vision**

At Stickney our Christian vision shapes all we do. Our inclusive church school aims to fulfil the potential of all. We work together to open minds and broaden horizons from the foundation of our shared Christian values. We pursue excellence through our inspiring and creative learning environment and we empower every member of our community to seek positive transformation in the world.

#### **New Leake Vision**

New Leake Primary is shaped by its vision as it is an inclusive school which aims to provide a quality education for all within a caring, inspiring and creative learning environment where pupils are valued as individuals, empowered to achieve their potential, and make a positive contribution to our community.

## **Introduction**

The Charging and Remissions Policy complies with the statutory requirements and is reviewed on an annual basis by the Executive Head Teacher and Bursar.

## **Aims and Objectives**

The aims of this policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for activities.
- 

## **Charges**

The Federation reserves the right to make a charge for activities which may, from time to time, be organised by the schools.

Any charge for a particular activity will be dependant upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided by the number of pupils willing to participate.

The Federation reserves the right to recover the cost of loss or damage to school equipment, buildings or property, for example, if a child loses or damages a school reading book, a charge of £5 may be made.

## **Residential Activities Held During School Hours**

Charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made. Any charge for a particular activity will be calculated by reference to the actual cost of providing board and lodging for each pupil.

## **After School Club**

Stickney Church of England primary school provides a wide range of voluntary after school clubs. There is a charge for clubs provided by external companies which is determined by the provider and parents will be informed of the costs before signing up to participate. Where clubs are provided by school staff, school will only make charges to cover the costs of any resources required to offer the club. This is rare and we work hard to keep costs to a minimum. Again, parents will be fully informed of any charges before signing up to participate. If there is insufficient support for a particular club/activity and it does not reflect value for money the activity may have to be cancelled.

## **Swimming**

All children in year 5 go swimming for a full term each year with the opportunity in year 6 if required. The school has to pay for professional swimming coaches/life guards and for the transport to/from the pool as well as for additional staff to support the classroom staff. Parents are asked for a voluntary contribution of £4.50 per week. Pupils are not treated differently if they are unable or unwilling to contribute.

## **School Meals**

Parents who wish to order a hot meal for their child are asked to order in advance on a termly cycle through ParentPay (Stickney) or ParentHub (New Leake). Meals are cooked on our Stickney site in our school kitchen, "The Pod". Meals are charged at £2.50 per meal (main meal and pudding). Infant children are entitled to a free school meal under the UIFSM scheme. Parents whose child/ren may be entitled to a free school meal are encouraged to make an application online <https://www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals>

## **School Milk**

Under 5s are entitled to free milk. Once a child reaches the age of 5 then parents can opt to order milk for their child via Cool Milk (details available in the school office). The payment is made direct to Cool Milk who then send a drinking list to the school. The school is required to provide milk to over 5s in receipt of free school meals, parents will be asked on an annual basis whether they would like the school to order milk for them.

## **Breakfast Club**

Breakfast Club is open to all pupils from 8am each morning. The cost for breakfast and supervision is £2 per child per day. Parents are asked to book in advance. Stickney will require booking through ParentPay in advance whilst a monthly invoice will be issued at New Leake. Parents can pay via ParentPay (Stickney only) or use Childcare Vouchers to pay their invoices. Any adhoc sessions are to be paid on the day (or in advance). When making payment via childcare vouchers, the parents need to notify the School Office or Bursar of the details of the payment once it has been made, to enable the payment to be matched to the invoice or ParentPay account credited.

## **Nursery Fees:**

We offer funded Nursery Places for 2 years old up to 15 hours (Stickney only) and 3 & 4 year-olds for up to 30 hours under the government 30 hours free childcare scheme, details of which can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Additional hourly fees are charged at £4.50 per hour for 3 and 4 year-olds and £5.50 per hour for 2 year olds. We reserve the right to increase the fees at any time, giving one calendar months' notice of the proposed increase to parents and carers. Monthly fees include all sick days and holidays taken during term time. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness. Fees will not be charged if four weeks' notice of absence is given in respect of holidays. We do not allow swapping of days unless it is permanent and there is availability, we will do our best to accommodate swapping of days or the payment for additional days in cases of emergency or under special circumstances.

## **Nursery Payment Policy:**

Parents and Carers agree that all monthly fees will be paid in advance, on a monthly basis. Invoices paid within 14 days of the invoice date. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Parents wishing to use Childcare Vouchers are asked to let the school office or School Bursar know so an invoice can be prepared on a regular basis. When

making payment in this manner, the parents need to notify the School Office or Bursar of the details of the payment once it has been made, to enable the payment to be matched to the invoice.

### **Kids Club (Squirrels)**

New Leake do not currently have an after school club but children can be transported to Stickney for a cost of £1 per child per day.

Stickney -Squirrels is open to all pupils from 3.15 p.m. until 6.15 p.m. every weekday. The cost is £4 per child for the first hour, and £3 for each subsequent hour or part of an hour. Parents are asked to book and pay in advance through ParentPay. Parents can use Childcare accounts/vouchers but are asked to let the School office/Bursar know when a payment has been made, to enable the account to be credited.

### **Voluntary Contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents and carers. These activities are known as 'optional extras' and this list is not exhaustive:

- Visits to museums and places of interest.
- Visits to or by a theatre company.
- Musical events in or out of school.

### **Remissions**

Any remission arrangements for a particular activity or pupil will be entirely at the discretion of the Head teacher. Any subsidy provided by the school will be met from the funds at its disposal. 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 will allow the child to participate fully in the trip or activity.

Sometimes the school pays additional costs in order to support the visit or pupils. Pupils whose parents/carers are receiving income support, income based job seeker's allowance, family credit or disability working allowance may be eligible for support in paying charges and voluntary contributions. Parents should put any requests in writing for the attention of the Executive Head Teacher. Charges for other 'chargeable activities' may also be fully or partially remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.