



Charging and Remission Policy

Approved: Spring 2016
Date of Review: Spring 2018

Under the requirements of the Education Reform Act 1988 and the Education Act 1996, the Governors of **St Catherine's Hoddesdon Church of England Primary School** have determined their policy for charging and remission of fees.

This policy statement, together with the notes for guidance, is set out below and it should be understood that the notes for guidance constitute an integral part of this policy. The policy shall be reviewed as and when necessary.

Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers, which may prevent some pupils taking full advantage of the opportunities.

The Policy

The Headteacher(s), staff and Governors of **St Catherine's Hoddesdon Church of England Primary School** will ensure that the following applies:

Voluntary contributions may be invited for:

- Education provided during school hours (i.e. swimming lessons) including the supply of any materials, books, instruments or other equipment.
- Education provided outside school hours if it is part of the National Curriculum, part of the school's basic curriculum for religious education or specified in the syllabus of a prescribed examination.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip.

It must be noted that such contributions are completely voluntary and pupils of parents/carers who do not wish to make such contributions will not be treated differently from those who do. All school trips are dependent on family contributions and are not-for-profit. If there are insufficient contributions to meet the costs of a trip, the Head teachers may need to take the decision to cancel the trip/activity.

Activities for which charges may be made

Activities outside school hours

Non-residential activities (other than those listed above) that take place outside of school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose families are in receipt of certain benefits or who are experiencing financial difficulties may not be charged for board and lodging costs. Any concessions are at the Head teachers' discretion following written request and interview. As stated above; All school trips are dependent on family contributions and are not-for-profit. If there are insufficient contributions to meet the costs of a trip, the Head teachers may need to take the decision to cancel the trip/activity. If this is the case, all monies (except the initial deposit) will be refunded.

Music tuition

Music tuition for individuals or groups of up to 4 pupils, unless listed under bullet point three in the section above.

Breakfast and After School Club

See attached Terms & Conditions (Appendix 1).

Photocopying

Request by organisations for photocopies of documents will be charged at 5p (profit making) and 2p (non-profit making) per copy.

Remissions

Remission of these charges will be made in accordance with the Act only in those cases where the Governors are obliged to do so; i.e. during a residential activity no charge for board and lodgings can be made to parents/guardians who are in receipt of universal credit

Guidance

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours, even if some activities take place late in the evening. Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

Breakages and damage to school property:

The Governors will charge parents/carers for the repair or replacement of school property damaged or defaced as a result of that pupil's unreasonable behaviour at the Head teacher's discretion.

School Dinners and Milk:

Milk will be charged for infant children in accordance with EU Regulations and families that wish to participate in school dinners will be charged in line with County pricing or free dinners to those who qualify.

Appendix 1

Extended Services

Breakfast and After School Stay and Play Club


St Catherine's Hoddesdon C of E Primary School

Haslewood Avenue

Hoddesdon

Herts

EN11 8HT

 01992 904404

 asc@stcaths.herts.sch.uk

EXTENDED SERVICES - BREAKFAST AND AFTER SCHOOL STAY AND PLAY CLUB

TERMS AND CONDITIONS

Revised December 2015

The below Terms and Conditions relate to St Catherine's Primary School Breakfast and After School Stay and Play Clubs Extended Services. Parents/carers must sign the bottom of the registration form agreeing to these terms and conditions, retaining a copy and sending a completed form to the school office. Any queries should be addressed before signing the registration form.

Bookings and Payments

Booking and/or registration forms must be completed **before** the last week of term, so that the administrative team can process bookings. Fees can be paid on a weekly, half-termly or termly basis. However payment **must** be made in advance of the booking.

Full payments for the first week of term, half term or whole term must be received by 12.00pm on the penultimate Friday of term. Subsequent, weekly payments must be received by 12.00pm each Friday.

A booking **IS NOT** guaranteed **UNLESS** payment is received by the times stated above. Bookings are strictly taken on a first come, first served basis. Places will be allocated to those bookings where fees are received. Payments can be made via Wisepay or by cheque made payable to **St. Catherine's School**. Please write your child/ren's names on the back of the cheque. After School staff **will not** take or handle any bookings directly.

Those on a club waiting list will be notified once a place becomes available and must notify the school office if they no longer wish to remain on the club waiting list.

Once your child has been allocated a place bookings cannot be refunded or transferred; as the correct number of staff will have already been employed to cover the sessions. This is unless you have paid for a full term in advance. In this instance, a month's term time notice (four weeks while the school is open) will be needed to cancel the agreement. Any session within this one month notice period **cannot** be refunded.

Timings and Fees are as follows;

Breakfast Club

Breakfast Club opens at 7.45am (£5.00 per session).

Breakfast is served until 8.20am. Children arriving after this time will be given a breakfast/cereal bar and a drink. Breakfast Club is open each day during term time except for INSET days

An authorised adult must sign the attendee(s) into the Breakfast Club on each morning they attend. You **MUST NOT** drop your child at Breakfast Club without completing a booking form in advance.

After School Stay and Play

Session 1 3.15-4.30pm (£4.50 per child). Children receive a snack and a drink (biscuit, fruit etc.)

Session 2 3.15-17.55pm (£8.00 per child). Children receive a 'light meal' e.g. hot dog, or toasted sandwich plus a drink at approximately 16:30pm. Children are encouraged to become independent in getting their refreshments and snacks and to leave the area clean and tidy (we advise you collect your child outside of dinner serving time).

An authorised adult must sign the attendee(s) out of the After School Stay and Play Club on each afternoon that they attend. Children will only be dismissed to responsible adults named on the registration form. Any confusion which leads to the child remaining in the schools supervision will result in a late fee being charged.

After School Stay and Play Club is held each day during term time except on the last day of term where school finishes early and INSET days

It is very important that in case of an emergency, that all details on the registration form are accurate and up-to-date. Please ensure any changes are made in writing and handed to the school office.

Absence

If your child is unable to attend a session, you must notify the school on **01992 463214 option 1** and the Breakfast/Stay and Play staff on **01992 904404 (during club hours)**

Late Charges

Parents/Carers who collect their child after 17:55 will incur a late collection charge of **£1.00 per minute per family**, to cover overtime and caretaking costs. By accepting a place at the After School Stay and Play club, Parent/Carers agree to pay this charge. We expect all families to put in their own contingency plan should an emergency arise therefore ensuring all children are collected in time. These emergency contacts should be recorded on the registration form. Parents should contact the Stay and Play staff and inform them of arrangements.

All late pick-ups will be charged and reported to the Head Teachers. Should there be late collections more than 3x in half term, your place may be withdrawn and only fees paid further than one month ahead reimbursed.

Refusal

The School reserves the right to refuse any child entry into the club if payment is not made, including late collection charges and any other outstanding fees from other extended school services.

The Extended School Service Staff aim to provide a safe, stimulating and happy environment for all children. If a child is unsettled after a period of time, or their behaviour is disruptive, for example bullying, racist, rude, badly behaved and does not respond to attempts of accommodation or correction then the extended service staff reserve the right to temporarily or permanently exclude them. Our concern is the happiness and wellbeing of the children.

General Information

The Extended School Services provide additional care outside normal school hours. The clubs policies and procedures reflect the school policies and procedures. A folder of Club Policies and Procedures is on view in the Club.

We will endeavour to provide an Ofsted registered high quality service to children and will seek feedback from parents / carers from time to time. If you have any concerns please speak to the Extended Services Staff. If unresolved please contact the School Business Manager. If you are unable to resolve the issue please follow the schools formal complaint procedure.

By accepting a place at the Breakfast or After School Stay and Play club, you agree to these terms and conditions.

The school reserves the right to withdraw its extended schools services from any family should the above terms and conditions not be adhered to. This includes persistent;

- rudeness to any of our staff (parents and children)
- non-payments of fees
- late collections
- disruptive/anti-social behaviour

I agree to the terms and conditions stated above.

Signed _____parent/carer

Date_____