

# **The Nether Edge Primary School**

## **Charging and Remission Policy**

**Review & adopted:                      September 2016**

**Next Review:                                      September 2017**

## The Nether Edge Primary School

### Charging and remission policy

#### Introduction

- All aspects of school, which are regarded by the Governing Body to be an entitlement, will be free. This includes:
  - All basic materials such as pencils, paper and books
  - 5 sessions weekly of education for nursery aged children
  - Access to playtime equipment
  
- Educational visits and visitors make a significant contribution towards learning and teaching. All educational visits and visitors will be arranged as part of a whole school approach so that there is a balance of experiences and activities. A budget is allocated to each class and the remainder of the cost must be provided by parents and carers . In planning the use of educational visits and visitors, staff should be aware of the overall programme. The cost **MUST** be considered in the light of the overall budget and the ability of children to make contributions towards the cost.
  
- Out of school activities can also contribute towards the learning experience for all children. Each out of school activity will be assessed in terms of
  - The key purpose
  - The target audience
  - Whether or not it is a “new” activity and so may need to be trialled with full subsidy from school. School will seek to access the various forms of funding that can be available to support out of school activities (e.g. through extended schools funding)
  
- Information about school visits should include the total cost of the activity and the resulting cost per child, together with the actual cost. (see appendix: sample letter)

#### Charging

- Children will be charged for certain activities. These are:
  - Activities not run by the school or the local authority
  - Residential activities
  - Entering children for public examinations (e.g. music) and the cost of providing individual tuition
  - The cost of some materials (e.g. food technology or textile work)
  - After school activities
  - Educational visits and visitors

- A discount is provided for residential trips to those families whose children receive the government's pupil premium or have multiple children (more than 1) attending the school. This has been agreed with a parent working group as 20%. The pupil premium income will cover that discount and school subsidises children in large families.
- Families who are finding difficult to meet the charged amount, and who are in receipt of the pupil premium, should meet with the Headteacher to discuss a solution in which a reasonable contribution will be requested.
- Breakfast club is available each morning in school at a minimal cost of £1 for each day per child.
- After school club is charged for on a not-for-profit basis and to cover the costs of the staff involved. It is charged at the following rates:
  - £1 for each club for 45 minutes 3:30-4:15
  - £2.50 for 4:15 – 5:00 including snack
  - £2.50 for 5:00 – 6:00
- If children have to be placed into after school club without informing the school then this will result in a £5 charge being sent to the parents. If children are collected late the parents or guardians will need to pay the next full amount as detailed above.
- Nursery hours can be extended beyond the 15 which are funded from the DfE. These are based on availability and are charged at £4 per hour. Lunch is 45 minutes so is charged at £3 but food must be paid for additional to this.
- Lost property may result in a charge being made. This will depend upon the circumstances and each case will be considered on an individual basis. The governing body will base their decision upon the information received from the staff in school as well as the children or family involved. This decision may be delegated to the head teacher for items costing less than £50.
- A charge for deliberate damage will be made. The extent of this charge will be considered on an individual basis. The governing body will base their decision upon the information received from the staff in school as well as the children or family involved. This decision may be delegated to the head teacher for items costing less than £50.
- Wherever possible, governors and staff at school will seek additional or alternative sources of funding in order to ensure that costs to children and their families are kept to a minimum.

## Remissions

- The remission of charges (in part or in full) will be at the discretion of the head teacher.
- The resulting cost will be paid for through the allocated budget for school visits and visitors.
- Remission of charges will be based upon:
  - The ability of the family to pay the cost (based upon known information about the family's circumstances)
  - The receipt of family credit or income support

SAMPLE LETTER

**The Nether Edge Primary School**

**Y6 trip to 'Crucial Crew' at Magna on Tuesday 25<sup>th</sup> January 2014**

Your child will be attending a course run by South Yorkshire police at Sheffield Magna. This is an opportunity for your child to learn new life skills in another setting. The children will be supervised by teachers from our school. Your child will need a packed lunch on this day as they will have lunch when we arrive. If your child has free school meals, a packed lunch can be provided.

The visit will be on: **Tuesday 25<sup>th</sup> January 2011**  
We will leave school at: **11am**  
We will return to school by: **4pm**  
Your child will need: **A light coat and WARM clothing: it is cold even inside. SENSIBLE walking shoes.**  
We will be travelling by: **Bus to Magna**  
Cost: **£1.60 – cost of bus travel**

If you have any questions about the visit, please contact us at school. Please return the form to school as soon as possible. We cannot take your child on the visit without a signed form. Please remind your child about the need to do as asked at all times.

Yours faithfully,

Mr. Knox

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**Y6 visit to Magna on Tuesday 25<sup>th</sup> January 2014**

Name of child: \_\_\_\_\_

I am happy for my child to attend the trip to Magna. I understand that (s)he will be travelling by bus to and from the school. I have spoken with my child about the need to do as asked by all adults at all times whilst on the visit.

Name of parent/carer: \_\_\_\_\_

Signed: \_\_\_\_\_

I enclose £1.60 to cover the cost of travel.

Return this form as soon as possible.

**THANK YOU** for your support.