

Revised | 2021

Charging and Remissions Policy



2021-22

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| Committee | Resources |
| Last reviewed | October 2021 |
| Next revision | Annual |
| To be reviewed | October 2022 |
| Changes from 2020-21 to 2021-22 | 1. Headteacher has been changed to Executive Headteacher throughout document |

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Torriano Primary School

Charging and Remissions Policy

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

Torriano Primary cannot charge for:

At Torriano Primary School education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. This includes:

- The supply of any materials and books.
- Transport provided in school hours to carry pupils between the school and an activity, although on specific occasions the school may ask parents for a small contribution.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal tuition for children in care.

Torriano Primary can charge for:

- Optional extra activities which take place wholly or mainly outside school hours (e.g. afterschool clubs) and which are based on parental choice.
- Residential trips (please see below)
- Trips costing the school over £500.
- Nursery provision (see Appendix 1).

Voluntary Contributions

The Executive 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 e.g. musical instruments.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school may request parents for a contribution 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 will include children whose parents are unwilling or unable to make a voluntary contribution. Any children of parents who do not wish to contribute will not be treated differently. Where possible, the school pays additional costs in order to support a visit.

Parents have a right to know how each trip is funded and the school can provide this information on request.

The following is a list of activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- workshops with specialists
- sporting activities which require transport expenses
- outdoor adventure activities
- theatre visits

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. The charges will not exceed the actual cost.

Where the trip takes place wholly, or mainly, during school hours, 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 a subsidy of the charge for board and lodging.

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit

Music Tuition

All children study music as part of the school curriculum and the school does not charge for this. There is 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. Charges for these lessons are paid directly to Camden Music Service. Parents in receipt of state benefits may get help with payment. We provide parents with information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children in Key Stage 1 and 2. These take place in school time. There is no cost to this activity.

Extra-Curricular Activities Inc. Afterschool Clubs, Wrap Around Care and Breakfast Club

A form must be completed to register your child before places are allocated. Places are subject to availability. Payment is required as soon as students are allocated a club. Failure to pay for afterschool clubs could result in future afterschool club allocations for that student being withdrawn. Parents with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Executive Headteacher.

The school will endeavour to offer the children a range of optional extra-curricular activities to widen their experiences e.g. art, football, dance, reading club and multi sports clubs. All clubs will have a standard termly fee of £30 (homework club is the only exception). Payment made for clubs or trips will not be refunded as the costs will have already been calculated. Wrap around care is currently being offered from 3.30pm – 4.30pm to vulnerable children and children of key workers. The sessions are £5 per day and are charged on a weekly basis.

Breakages and Lost or Damaged Books

Where a child's action 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 requested to pay a contribution to cover the whole or part of the cost.

EYFS FEES & CHARGES

Agreement for Additional Nursery Additional Days & Extended Hours

Sessions run as follows:

Additional Days (Thursday & Friday): 9.00am to 3.20pm

Extended Hours (Monday – Friday): 3.20pm – 6.00pm

Fees are payable each month in advance, **on or before the 1st day of each new month**. Unless an agreement is made for payment to be made another way, **all payments must be made in full**. Fees are inclusive of all extended hour food (food served to children between 3.20 – 6.00pm). **A late charge of £10 will be applied to any fees that remain unpaid within 30 days of the due date.**

No reductions will be made in children’s fees for periods of absence from nursery due to holidays, sickness, or for other reasons. Parents/carers are responsible for paying monthly fees in full, even when children are not in attendance due to illness or holidays. If the nursery has to close due to an emergency (e.g. weather conditions), no part of the fee will be repayable.

A late fee (£6) will be charged for any children collected half an hour after their booked session. Where children are collected after 6.30pm (or half an hour after their booked session end time) without prior arrangement, a late fee of £6 will be charged (this will be incurred onto your monthly fee) to cover the additional staffing costs incurred. If a child is not collected on time, our legal liability relating to the staff and child ratio will be infringed, as two members of staff must remain on site until the last child has been collected. We do advise parents arrive 5 minutes before the end of their child’s booked session.

Where parents wish to change their days of attendance, this will be considered as a request for a new place and the normal rules concerning notice and availability of places will apply (this will be considered on a termly basis only). Requests by parents to change their days/times temporarily can only be agreed where places are available.

Fees are agreed on a termly basis, no refunds or reductions will be made if the parent/carer withdraws their child from the additional days/ extended hours scheme during the term. **If fees and outstanding balances for have not been paid in full by the last day of a term, the child will not be able to access the additional days/extended hours provision for the following term.**

Fees are reviewed annually, in line with the nursery costs and government funding. Any new fees will be charged from September each year.

I hereby agree to the Terms and Conditions as stated by Torriano Primary School.

Child Name: _____

Full name of parent/Carer (block capitals): _____

Signature of Parent/Carer: _____

Date: _____

School Stamp/Signature: _____