

# **Kincraig Primary School and Nursery**



## **Charging and Remissions Policy**



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## Charging and Remissions Policy

The purpose of the policy is to ensure that there is clarity over those items, which the School and Nursery will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfE guidance.

### **School:**

**Definition:** The school day is defined as: 8:45 am – 3:15pm. The midday break does not form part of the school day.

**Responsibilities:** The Head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

### **Policy statement:**

During the school day all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and some transport costs to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of a voluntary contribution. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out to enhance the curriculum and visitors into school. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities].

**Swimming:** The school organises swimming lessons for all children in Year 5. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

**Music tuition:** All children study music as part of the normal school curriculum. We do not charge for this. Children across school from Reception to Year 4, receive large-group music tuition in order to support them learning a musical instrument or singing in a group. There is no charge for this activity. There is a charge for individual or small-group music tuition, since this is an additional extra curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

**Optional activities outside of the school day:** We will charge in full for optional, extra activities provided outside of the school day, for example an evening theatre visit or PGL. Such activities are not directly part of the National Curriculum or Religious Education nor are they part of an examination syllabus. Whenever possible, the school will give sufficient notice to allow parent/carers to pay by installments.

**Education partly during the school day:** If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

**Lunch time / After School Sport and Creative Activities:** The school offers additional activities after school and during lunch breaks. We reserve the right to make a small charge for these sessions.

**School Meals:** If a child is not eligible for Universal Free School Meals or Free School meals and the parent chooses the school meal option, an additional charge is made. This equates to £2.50 per meal. Meals cannot be taken adhoc, and one weeks notice needs to be given.

**Calculating charges:** When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions, fundraising and School fund.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

**Malicious Damage:** Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused. This can include damage to reading books and other equipment children may take home.

#### **What happens in the case of an accrued debt?**

In the school were a debt accrues a discussion will be held with the parents. In the case of school meals, where the debt exceeds £50, meals will cease until payment has been made. Parents will be supported by staff to set up a repayment plan.

In the case where the debt cannot be repaid and the parents are not willing to set up a payment plan, the debt will be transferred to debtors at the Local Authority.

## Nursery and Wrap-Around Care

### Nursery

As part of the school we offer provision within our nursery for children aged 3 months to 4 years. This provision is part of a charged service which is offered to parents within and out of the school setting. The Nursery runs from 7.45am – 5.30am with the option to select different patterns and school hours if necessary. We accept the National Education Grant Funding (NEG) of both 15 and 30 hours, alongside the government schemes of Tax Free Childcare and childcare vouchers. Parents can use their hours alongside paid hours within the nursery to create a childcare pattern which meets their needs.

### Babies (Children aged 2 years and under - Baby Room)

Full Day	7.45am – 5.30pm including all meals and snacks	£45.00
Full School Day	8.45am – 3.15pm including lunch and snacks	£42.00
Half Day Session	7.45 am – 12.30pm or 12.30pm -5.30pm Includes breakfast/lunch or lunch/tea and snacks	£24.00
Half School Day	8.45am – 11.45am or 12.15pm - 3.15pm Includes snacks	£21.00

### Toddlers (Children aged 2-3 years in Toddler Room/Rising 3s)

Full Day	7.45am – 5.30pm including all meals and snacks	£42.00
Full School Day	8.45am – 3.15pm including lunch and snacks	£38.00
Half School Day	8.45am – 11.45am or 12.15pm -3.15pm Includes snacks	£19.00
Lunchtime care	11.45am – 12.15pm Includes lunch	£5.00

If your child is entitled to the 15 hours from the 2-year-old Grant funding, you will be entitled to 5 half school day sessions or equivalent.

### Pre-School (Children aged 3-4 years in Pre-School Class)

Full Day	7.45am – 5.30pm including all meals and snacks	£36.00
Full School Day	8.45am – 3.15pm including lunch and snacks	£30.00
Half School Day	8.45am – 11.45pm or 12.15pm -3.15pm Includes snacks	£15.00
Lunchtime care	11.45am – 12.15pm Includes lunch	£5.00

All activities and resources needed in order to deliver the Early Years Foundation Stage Curriculum will be provided free of charge.

### **Meals**

For children who add on additional sessions and would like to stay over the lunch time period, lunches can be provided at an additional cost of £2.50. If when a child turns 3 and they are eligible for Free School Meals, meals will be provided free of charge, however the parents/carers will still be responsible to cover the costs of Lunchtime care.

In the case of babies who require formula milk, parents are expected to provide this until they reach an age where they can move to cow's milk. This will then be provided within the fees.

### **Nappies and Wipes**

For all children who are still wearing nappies, we expect parents to provide nappies and wipes for the duration of time they need them.

### **Non-Uniform Days/Theme Days**

On occasions within the School and Nursery, we run theme days and non-uniform days for charity or to raise school funds. Parents are given the option to take part and are informed prior to the event and there is a small charge for this. Parents are under no obligation.

### **What happens in the case of an accrued debt?**

In the nursery were a debt accrues which is equivalent to one week fees or more a discussion will be held with the parents and nursery places will cease until payment has been made. In the case of NEG funding. This will still be offered but no additional places will be available till all debt has been cleared. Parents will be supported by staff to set up a repayment plan.

In the case where the debt cannot be repaid and the parents are not willing to set up a payment plan, the debt will be transferred to debtors at the Local Authority.

### **Wrap Around Care**

We offer wrap-around care for children of school age from 7.30am -8.45am and from 3.15pm-5.25pm at an additional costs. These costs include all activities and meals/snacks. The current costs are:

Breakfast Club	£4.50 per session
After School Club	£7.00 per session

These sessions need to be booked in advance and we do not offer adhoc sessions.

### **What happens in the case of an accrued debt?**

In the Before/After School club were a debt accrues, equating to £50 or more a discussion will be held with the parents and places will cease until payment has been made. Parents will be supported by staff to set up a repayment plan.

In the case where the debt cannot be repaid and the parents are not willing to set up a payment plan, the debt will be transferred to debtors at the Local Authority.

**Late Fees/Additional Charges**

Both Extended Services and Nursery close at 5.30pm. When a parent is late additional childcare is needed to be provided. In order to provide this a late fee of £5 per 15 minutes will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

Policy last updated 01/09/23  
The Charging and Remissions Policy at Kincaig Primary School and Nursery will be reviewed annually. It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on this sheet adding the date and signing where indicated.  
Name of person responsible for policy – **Karen Appleby** - Head teacher

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

Date	Proposed Amendment	Signed