

THE DOVE-SHELL FEDERATION

East Crompton St James' CE (VA) Primary School

St Thomas' Moorside CE (VA) Primary School



CHARGING POLICY

Date of Policy / Reviews	Author(s)	Approved by Gov. Body	Signed	Date for review
15/09/2017	Deborah Hawkins			

Charging Policy

This policy has been drawn up by Governors to clearly identify its charging policy. This will ensure there is clarity and consistency for charging within school.

Voluntary Contributions

Legally the Headteacher or governing body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours (e.g. visiting theatre companies, speakers, school trips etc)
- school equipment
- school funds generally

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no suitable way to make up the shortfall, then it may be cancelled, at which point any monies already collected will be returned.

Where such activities are deemed by the Headteacher to have educational value, shortfall in the cost of activities may be made up via the school's delegated budget or School Fund. This will be at the discretion of the Headteacher, subject to the financial limits dictated by the school's Finance policy and school fund constitution.

Residential Trips

As a school we are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours the parents of pupils who are in receipt of benefit-linked free school meals (not Universal Free School Meals) will be entitled to the remission of these charges. In these circumstances, parents will normally be in receipt of the following support payments:

- Income Support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £14,155
- Guaranteed State Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Musical Instrument Tuition

A charge may be made for instrumental music tuition for groups of up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE), that the school is preparing the child to sit, or is part of the national curriculum or the syllabus for religious education, in which case a charge is not permissible.

Optional Extra-Curricular Activities

School may charge a nominal fee for extra-curricular clubs or activities taking place outside of school hours or at lunch-times. It is not intended that school will use such clubs or activities in order to generate additional funds. Charge will only be made where school has incurred costs for external tuition, coaching or equipment and will be limited to an amount intended to cover such costs.

Pupils' participation in these clubs is in agreement with parents only. The activities undertaken in these clubs will not form an essential part of the curriculum.

Damage to Equipment

Accidents do happen and parents/carers will not be expected to pay for items that are damaged in this way. However where damage is caused deliberately or due to lack of reasonable care then parents / carers will be asked to replace the item concerned.

Lost Equipment and Reading Books

Reading books are given to children as part of their homework. Books given to children are recorded in their reading records. If children lose a book or it is damaged through neglect, then parents will be required to pay for a replacement.

From time to time children may be lent school equipment e.g. musical instruments, text books for homework or practice purposes. Parents will be required to pay for replacement of such items if lost or damaged through neglect.

School Lunches

Paid School Meals

School will provide lunch to pupils at the cost per meal indicated by the LA. Parents have the right to opt out of school meals provision by providing suitable meals for their children themselves i.e. through sending packed lunches or taking children home for lunch.

This must be by arrangement in advance with the school office. Parents changing from paid school meals to home packed lunches or home lunch must notify the school office a week before the date of change. Failure to do this will render the parent liable for the cost of meals prepared for their child until the change has been reported.

Parents are required to pay for meals for the full school week on the first school day of that week. Written reminders will be sent home to parents should lunch money not be paid by the second day of the school week. Parents may pay for meals further in advance if they so wish e.g. monthly, half termly or per term.

School reserves the right to withhold the provision of meals should arrears not be paid by the last day of the school week. This right will not be unreasonably exercised, e.g. where a child has been absent from school for part of a week due to illness. A written notification will be issued before withdrawal of provision. Provision will be re-instated on payment of arrears and monies due for the first week of re-instatement.

Should a pupil be absent from school following payment for meals for the week, a credit for each day absent will be carried forward into the following week. Where meals have been paid for more than one week in advance, payment will be returned to parents for meals missed due to absence.

Children brought into school after 12.30pm will not be provided with lunch unless arrangements have been made by the parent with the school office in advance.

Free School Meals

Children in Reception Class, Year 1 and Year 2 are entitled to Universal Free School Meals (lunch only). In addition, where a request on behalf of a pupil has been made to the LA and accepted by them, school will provide benefit linked free lunches for pupils who are eligible under the terms dictated by the LA.

Currently, pupils are eligible for benefit-linked free school lunches where parents receive:

- Income Support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £14,155
- Guaranteed State Pension Credit

Terms of eligibility are subject to change by the LA and central government.

It is the responsibility of parents to claim benefit-linked free school meals on behalf of their child. Free meals will not be issued to children in Nursery class, or Years 3, 4, 5 and 6 unless school has received a notification of claim from the LA. In exceptional circumstances (e.g. where a child is admitted at short notice) school may, at the discretion of the Headteacher, provide meals without charge for a period of up to 5 school days to allow parents time to make the necessary claim. After this period, where free meals have not been granted by the LA, parents will be required to pay for future meals or provide alternative meals themselves.

If a pupil is excluded at lunchtimes and is entitled to free school meals, wherever it is reasonably possible, a school lunch will be prepared for them to take home.

If a child is taken from school at the parents' request in advance of the start of their lunch-break, a school meal will not be provided. Children brought into school after 12.30pm will not be provided with lunch unless arrangements have been made with the school office in advance.

Breakfast Club at St Thomas Moorside

Breakfast club is open to all children from 8.30am to 8.50am daily. Admission to breakfast club ceases at 8.40am to give children time to finish their meal and be on time for registration at 8.50am. Early years children must be accompanied by a responsible adult.

The cost of breakfast for children is 50p per day payable on the door. Children in receipt of benefit-linked free school meals may receive a breakfast free of charge. Adults accompanying children may also receive an equivalent breakfast at a cost of 50p.

Early Years Snack Monies

In addition to free fruit and milk from government provision, early years children are provided with a further healthy snack during the course of the day.

Parents are requested to contribute £3 per child per term towards the cost of these snacks. The contribution is voluntary but school reserves the right to withdraw additional snack provision for the entire class should sufficient contributions not be forthcoming.

Milk and Fruit

Children from Nursery to Year 2 will receive 1/3 pint of milk daily, plus one piece of fresh fruit/vegetable at no charge.

Nursery Charging Policy for St Thomas Moorside

School charging policy given above applies also to pupils admitted to the school nursery. In addition there may be charges for children attending nursery on a full time basis as detailed below.

Nursery Fees

Free Morning Session

Pupils admitted to St. Thomas' Moorside School Nursery are entitled to a daily term-time morning session from 8.50am to 12.00 Noon free of charge.

This session includes a lunch break of 30 minutes from 11.30am to 12.00 Noon. Children are required to bring a packed lunch from home or, at parents' request, pupils can be provided with a school meal. This meal will be charged at the standard Local Authority rate for a school lunch payable in advance. Some children may be entitled to free school meals, which parents must claim from the Local Authority before their child can be provided with them.

Free of charge nursery provision taken from the parental entitlement of 15 hours per week is available only between the hours of 8.50am and 12.00Noon and in school term time.

Full-Time Places

From the start of the half term following a child's admission to St Thomas' Moorside Nursery, they will become eligible for consideration for a full-time nursery place. This is at the discretion of the Headteacher and Early Years Co-ordinator and will depend on their opinion regarding the child's development and ability to cope with full-time nursery education.

Where full-time Nursery provision is not considered appropriate or in the child's best interests, parents will be notified of the reasons by the Headteacher. Suitability for a full-time place can be reconsidered at any time during the school year, should the Early Years Co-ordinator and Headteacher feel this is appropriate.

Parents may decline the offer of a full-time place or request that it be deferred until later in the school year by discussing this with the Headteacher or Early Years Co-ordinator.

Where a parent accepts and then subsequently withdraws a child from the afternoon sessions, request for reinstatement to full-time nursery may not be made until the start of the term following withdrawal. Reinstatement of provision will be at the Headteacher's discretion.

School reserves the right to withdraw afternoon provision if the Headteacher feels this is in the best interests of the child. Parents will be given a minimum of two weeks' notice of withdrawal of provision in these circumstances.

Children taking up a full-time nursery place will continue to receive their 15 hours of free education in the mornings. If eligible, children can receive 30 hours of free education from 01/09/17, this would need to be applied for through by visiting www.childcare-support.tax.service.gov.uk. The additional afternoon session will run continuously from the morning session, from 12.00Noon to 3.15pm, and if chargeable will be charged as follows;

1. The cost of afternoon provision will be **£25 per school week**, including those weeks which incorporate fewer than five school days (eg where there is a bank holiday, training day or other closure).

2. Where parents require school to provide a meal for their child at lunchtime, the cost of the meal will be additional to the cost of nursery provision.
3. **In accepting a full-time nursery place, parents agree to make payment at least one week in advance. Late or daily payment is not acceptable and will lead to immediate withdrawal of afternoon provision.** On no account will charges for childcare be allowed to accumulate.
4. Where withdrawal of provision has occurred due to failure to pay fees, the Headteacher reserves the right to refuse future reinstatement of additional afternoon nursery provision. In addition, reinstatement of afternoon provision will not take place until;
 - a) Full payment of arrears of nursery fees has been made.
 - b) A minimum of two weeks' fees have been paid in advance.
 - c) The parent has met with the Headteacher or School Business Manager to discuss and agree a future payment schedule.
5. Payment must be by cheque (payable to St. Thomas' Moorside School) or in cash. Credit and bank card payments cannot be taken.
6. Childcare Vouchers cannot be accepted as payment for additional hours.
7. Absences due to illness or holidays during term time will be charged at the full rate.
8. Refunds will not be given for unavoidable/exceptional short-term school closures.
9. Only in very exceptional circumstances will charges be waived for non-attendance. The Headteacher reserves the right to make a decision on the level of charge in such circumstances.
10. Parents will receive a termly statement of fees paid.

Pupils in Receipt of Free School Meals

1. The fees detailed above will be waived (not charged) for children in receipt of free school meals, where that claim is validated by the Local Authority and school have been notified by them, in writing, of a valid claim.
2. Refunds will not be given of nursery fees paid before confirmation by the Local Authority of free school meals entitlement, even where such entitlement is made retrospective.
3. Subsequent withdrawal of free school meals entitlement by the local authority will render parents liable for the charges outlined above for school meals and afternoon nursery provision.
4. Charges for school meals will take effect immediately upon withdrawal of free school meals entitlement. Alternatively, parents may opt out of school meal provision and provide a daily packed lunch from home.
5. The weekly £25 charge for afternoon nursery provision will take effect from the beginning of the half term following withdrawal of free school meals entitlement. Alternatively, a parent may withdraw their child from afternoon nursery provision.