

# HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE



## Charging for School Activities Policy

### *Our Vision Statement*

*'Our vision is to create a school community where everyone feels valued, has the opportunity to explore and develop their strengths and is able to participate in new experiences. We aim to become an inspirational school to produce good citizens for the future in an atmosphere that promotes confidence, high academic achievement, physical health and emotional well being.'*

# Document Control

## Change Record

Date	Author	Version	Change Reference
			No Previous Document
Sept 2010	Arlette Wells	Charging Policy 001 D	Created New Draft Procedure
Sept 2010	Resources Committee	Charging policy reviewed by Resources Committee and agreed	Policy agreed.
Sept 2011	Arlette Wells	Charging Policy 002	Removed Children's Centre Charges
Feb 2011	Arlette Wells	Charging Policy 003	
May 2012	Arlette Wells	Charging policy004	Add Cashless payments clause – reference to online provider.
March 2017	Arlette Wells	Charging Policy 005	Updated Fees for Nursery Breakfast & Afterschool club
Nov 2019			RC review
Oct 2020	AW, CAJ	Charging Policy 006	RC Review – price increase B/ASC
March 2021		Resources Committee	Refunds and increase in B/ASC price.

## Distribution

Reviewers	Approvers	Distribution
Resources Committee	Full Governing Body	Parents purchasing services
		Staff

## POLICY ON CHARGING FOR SCHOOL ACTIVITIES & CHILDREN'S CENTRE FEES

### INTRODUCTION

The governing body is accountable for ensuring the school administers charges in accordance with this policy and statutory guidance. This policy will be reviewed by the Resources Committee on behalf of the Governing Body from time to time, and in the event of any change to statutory requirements or otherwise.

The School recognises it has a duty of care with regard to managing and avoiding parent debt. Hitherfield will employ vigorous monitoring procedures that will highlight debt situations at the earliest opportunity. In such situations, at the discretion of Governors, manageable repayment plans will be offered. However, Hitherfield reserves the right to withdraw those services that require payment at all times.

Hitherfield Primary School & Children's Centre implements and endorses systems to promote electronic payments, to create a "cashless" office environment. Parents and service users have access to our electronic payment provider Parentpay. Further details are available from the Main School Office.

### FEES: NURSERY TOP UP & BREAKFAST AND AFTERSCHOOL CLUB

#### **Nursery Top up charges – 38 weeks per year (no charge for INSET days)**

3 to 4 year olds                      £75 per week (£5 per hour)

#### **Breakfast Club and Afterschool Club (no charge for INSET days)**

**Nursery:** Breakfast Club £6:25 – daily (8am to 9:15)

**Nursery:** Afterschool club £13.75 daily (3:15 to 6pm)

**Reception, KS1 to KS2:** Breakfast Club £6 daily (7:45am to 9am) End times may vary due to COVID Risk Assessments

**Reception, KS1 to KS2:** Afterschool Club £13 daily (3:15/30 to 6pm) Start times may vary due to COVID Risk Assessments

#### **Fees – Additional Conditions**

- Nursery Top Up and Breakfast and Afterschool fees are reviewed annually.
- The School is open for 39 weeks per year fees are not charged for INSET days or other planned school closures.
- Refunds for absence, unforeseen school closures (e.g. due to adverse weather), holiday or closures to facilitate meetings do not apply.
- Parents must give 4 weeks notice of their child/ren leaving.
- Parents will be given one months notice if charges are to decrease/increase.
- Fees and contracts to parents are reviewed at the end of an academic year.

#### **LATE COLLECTED CHILDREN FROM HITHERFIELD SITE**

1. The site closes at 6pm for all children and staff. Any child **uncollected at 6pm** results in **large additional costs** incurred by the school, through overtime etc. The following charges will be applied after 6pm:

- First 10 minutes: **no charge on first occasion.**
- For every 10 minute period (part or full) will incur **a further £5 charge.**
- After 6.30pm the charges double, i.e. £1 every minute.
- If the child has been collected late before, the higher charge (i.e. £1 every minute) from 6pm

### GENERAL

#### **Activities during school hours**

1. Voluntary contributions may be requested for activities offered during normal school hours. All activities offered during school hours will be made available to all pupils, regardless of the ability or willingness of their parents or carers to make contributions. However, where voluntary contributions are requested, an activity may not take place if insufficient contributions are received.
2. No charges are to be made for education provided at the School during, or mainly during, school

hours, except for:

- (a) musical instrument tuition; and
- (b) Travel, board and lodging on residential trips.

3. Charges may be made for musical instrument tuition, either individually or in groups or up to four students, but not if the teaching is an essential part of a public examinations syllabus being followed by the student. Charges for musical instrument tuition will not exceed the cost to the School.

**Individual Musical Tuition Charges when charged (currently free @ September 2017)**

Brass	£30 per term
String	£30 per term

**Activities outside school hours**

4. The School may charge for activities which take place outside, or mainly outside, school hours, except for activities which are:

- (a) a necessary part of the National Curriculum

5. Charges for such activities will not exceed the actual costs incurred by the School in connection with the activity, including the costs incurred in engaging teachers to supervise the activity, divided by the number of students taking part.

**Residential activities – School Journey**

6. For residential activities taking place out of school, the School may charge the cost of board and lodging for students, except for students whose parents are receiving:
- (a) Income Support
  - (b) Income-based Job Seekers Allowance
- (c) support under the Immigration and Asylum Act or similar benefit who will have any charges discounted or waived.
- (d) Parents who are in receipt of Child Tax Credit may also be entitled to waiver of charges.

No Child will be excluded because of an inability to contribute/pay. Refunds will be made in the

7. Charges will be made for travel costs in connection with residential activities away from school, except residential activities:
- (a) taking place mainly during school hours; or
  - (b) which are a necessary part of the National Curriculum

8. Where charges are not made for residential activities, voluntary contributions may be requested.

**Breakages**

9. The School has the right to ask a pupil's parents or carers to pay for the cost of breakages or damaged books, equipment or other articles, where the breakage or damage is a result of a pupil's misbehavior or carelessness.

**Voluntary contributions – Day Trips & School Journey**

10. The School may request voluntary contributions from parents or carers for any activity for which a charge may not be made. Any such request should make it clear that contributions are voluntary, but may state that, if the contributions received are insufficient, the activity may be cancelled and refunds will be made. If pupils are not able to take part in the activity due to unforeseen circumstances e.g. ill health refund will not apply.

From September 2010 the school will ask parents to provide an annual contribution to support trips as follows:

First child £20 annually  
Siblings £15

11. Voluntary contributions may be requested to cover:
- (a) the costs directly incurred by the School in connection with the activity;

- (b) the costs incurred by the School in administering arrangements for the activity, and facilitating the activity taking place;
- (c) the costs incurred in connection with the activity by teachers or other responsible adults who supervise the activity; and
- (d) the costs of consumable items used in connection with any activity, where the finished product is available for students to consume or take home.

**Remission of charges**

12. The Headteacher has the discretion to waive or reduce any charges properly made or any voluntary contributions paid or promised. Any request by a parent or carer for waiver or remission of charges or voluntary contributions will be treated in confidence.

**Statutory provisions**

13. This policy shall be interpreted consistently with all statutory provisions and statutory guidance from time to time in force relating to charging for school activities. This policy will be reviewed by the Resources Committee on behalf of the Governing Body from time to time, and in the event of any change in relevant statutory provisions or guidance.

**14. Photocopying**

There is an administration charge of £2.50 for every 10 minutes and a photocopying charge of 10p per photocopy (double sided copies 20p. Colour copies: 30p per photocopy (double sided copies 60p).

**15. Hire of School Premises -see Lettings policy**

**16. REFUNDS – Summary**

**Day Trips:** if the contributions received are insufficient, the activity may be cancelled and refunds will be made. If pupils are not able to take part in the activity due to unforeseen circumstances e.g. ill health refund will not apply.

**Nursery Top Up and Breakfast and Afterschool Clubs:** Refunds for absence, unforeseen school closures (e.g. due to adverse weather), holiday or closures to facilitate meetings do not apply. Refunds for unused Childcare Vouchers cannot be made. Voucher payment received and unused will be returned, upon request, to the HM Childcare Agency who is responsible for the refund requested by a parent.

**School Journey:** If pupils are not able to take part due to unforeseen circumstances e.g. ill health refund from school funds will not apply. Refunds are made in line with the terms and conditions of the Providers and/or the Schools insurance policy.

**Schools closures due to local or national directives** – we will not charge for services.

Signed .....  
Chair of Governors on behalf of the governing body.

Approved by the Resources Committee on : .....