

Charging and Remissions Policy

Scholar Green Primary School



Confirmation that the Charging and Remissions Policy in respect of Scholar Green Primary School has been discussed and approved by the Governing Body.

Date: March 2024

Committee: FGB 3

Date for review: March 2025

Introduction

All education during school hours is free. However, to enrich the curriculum, other activities; sometimes off-site and in addition to the normal curriculum are offered during the school day. Activities arranged outside of the school day may be charged for.

Educational trips and residential visits

The Governing Body places a high value on the benefits gained by pupils participating in educational trips and residential visits in support of the curriculum and development of interpersonal skills. When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. Such a contribution is not compulsory but the visit may not be able to take place unless parents help in this way. A minimum threshold of 85% of voluntary contributions has been set for all educational visits. Every effort is made to keep costs at a reasonable level and the Headteacher may use the school's delegated budget to subsidise educational trips and provide additional financial assistance to individual families as and when the need arises.

The following is an illustrative list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums;
- Educational visits, which enhance the curriculum and which require transport expenses;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Swimming with additional specialist teachers
- Visits to the theatre;
- Artist in Residence
- Musical or theatrical events.

If the school organises a residential visit in school time or mainly school time, we ask for voluntary contributions towards the cost of the visit. All visits are regularly evaluated in order to offer the best value for money to our parents and children.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. The school funds class instrumental lessons.

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. Parents are charged for these directly by the music specialist.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming

lessons. We do not charge for the swimming instruction but do ask for voluntary contributions to cover the cost of transport.

Coaching Sessions

When the school offers additional coaching after school, for example football, judo etc. a qualified coach, who is not a member of the school staff, runs and organises these sessions. The body running the session make a small charge to cover their costs. Attendance is entirely voluntary.

Teacher Clubs

Our teachers give up their time voluntary to offer extra-curricular activities. A cost may be made to cover the additional materials and resources used.

Lettings

Introduction

The Governing Body of Scholar Green Primary regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

Definition of a Letting

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Charges will be made for the use of the school premises. We work to a sliding scale and the charges are largely dependent on the nature of the provider. For example, we believe it is only fair to charge less for a charitable organisation and for those users providing a valuable service to our pupils.

The Governors are responsible for setting charges for a letting on the school premises.

A charge will be levied which includes but is not limited to the following:

- Cost of services (e.g. heating and lighting etc)
- Cost of staffing (e.g. security, caretaking and cleaning etc)
- Cost of ‘wear and tear’
- Cost for use of school equipment

Invoices will be issued at the end of the calendar month and payment must be made within 28 days of the date of invoice. Failure to make payment will result in termination of contract.

Charges will be reviewed annually.

Lettings

Public Liability and Accidental Damage Insurance

All organisations submitting applications for letting of school premises must certify that they possess an appropriate level of cover for the activity being undertaken. The minimum level of cover required by the Governing Body is £2,000,000.

Risk Assessments

All organisations submitting applications for letting of school premises must provide a copy of their completed risk assessments, included up to date Portable Appliance Test Certificates if the organisation is using their own electrical equipment.

Charges

The Governing Body has determined the following rates for long-standing users of the facilities:

School Hall £30 per hour

School Field £30 per hour

Supplementary costs will be agreed prior to any lettings being agreed in addition to the above charges for out-of-hours caretaking requirements.

Prices may be negotiated if block bookings are made.

Should the school be unable to open due to bad weather or any other unforeseen circumstance, organisations will have it discounted from their invoice accordingly. Should the organisation cancel a letting session that has already been accounted for, the charge will still stand.

The school will be reimbursed by Cheshire East Borough Council when used as a polling station (rates approved by Council Members).

Nursery Pricing Policy

At Scholar Green Primary School we believe in open communication with all parents / carers and staff and are therefore presenting this pricing policy in order to ensure that everyone fully understands our charging structure. Our fee structure is fully inclusive of all drinks and snacks. We are open for 38 weeks a year, closing Bank Holidays. There is the option to top up the 15 free entitlement hours for childcare for 51 weeks of the year by paying for additional sessions.

Fees

- Fees are payable monthly in advance, in accordance with the rates in force at the time.
- Fees are reviewed annually in April of each year, or in the event of any changes to the Code of Practice.
- Any changes to current rates will be advised in writing at least one month in advance.
- If you wish to change or reduce your sessions one month's notice should be given.
- All fees must be paid in advance for your child to take part in any additional nursery sessions.

Illness / Absence

No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

Closures

Should the Nursery be unable to open due to bad weather or any other unforeseen circumstance, parents will have it discounted from the following month. Should closure need to take place part way through a session a refund will not be given in this instance as resources and staffing would already have been accounted for on this day.

Payment Methods

Fees can be paid by cash, online or cheques or additionally through childcare voucher schemes that you are registered with (please see below). Please make cheques payable to Scholar Green Primary School. From January 2017, all payments need to be made online.

<https://online.cheshireeast.gov.uk/SchoolShop>

Free Early Education Entitlement

There will be 15 hours funded education for all 3 and 4 year olds and 2 year olds may be eligible for funding by contacting 0300 123 5033. There will be the option for parents of 2, 3 and 4 year olds to pay for additional top up sessions during the nursery day, before and after school and during the lunch period.

Childcare Vouchers

Childcare vouchers are an employee benefit for all eligible working parents. They're a Government-approved, tax-efficient way of paying for childcare. If you join the scheme, you can exchange up to £243 a month (£55 a week) of your gross salary for childcare vouchers.

The part of your gross salary you exchange for childcare vouchers is tax-free and exempt from National Insurance contributions (NI). Because of this, you can make savings of up to £933 a parent, a year. The company that you work for needs to be registered with a scheme. You will just need to tell us which scheme your company is registered with.

For more information please visit: <https://www.gov.uk/childcare-vouchers-better-off-calculator>

Pricing – (As of September 2019)

All 3 and 4 year olds are entitled to 5 free sessions per week booked in advance.

<u>Session</u>	<u>Time</u>	<u>Cost</u>
Morning Session	9:00am-11:30am	£13.50 if paying for additional sessions
Afternoon Session	12:30am-3:00pm	£13.50 if paying for additional sessions
Lunch Club	11:30am-12:30pm	£6.00 – If bringing own packed lunch +£2.35 if you would like a hot dinner provided for your child.

“The Den” – Before and After School Club Pricing Policy

Fees

- Fees are payable monthly in advance, in accordance with the rates in force at the time. All payments and bookings for the following month must be paid for by the last day of the previous month. (e.g – Fees for October must be paid by 30th September).
- Fees are reviewed annually in December of each year, or in the event of any changes to the Code of Practice.
- Any changes to current rates will be advised in writing at least one month in advance.
- **All pre-booked sessions are chargeable unless notice is given in writing 2 weeks prior to the session using the cancellation form.**
- All fees must be paid in advance for your child to take part in any additional before or after school and holiday sessions.

<u>Session</u>	<u>Time</u>	<u>Cost</u>
Breakfast Club	7:30am-9:00am	£7.00
Mini-Breakfast Club	8:15am-9:00am	£4.25
Mini After School Club	3:15pm – 4:00pm	£4.80
After School Club	3:15pm-6.00pm	£9.70
Holiday Club (½ day)	5 hour session	£19.75
Holiday Club (Full day)	7:30am-6:00pm	£29.00

Late Pick Up (For Nursery and The Den)

Children must be collected promptly at the end of the session. Should a parent fail to collect their child at this time a late collection charge of £5.00 per half hour or part of will result. If there is a genuine emergency resulting in late collection, a discussion will be had with the parent regarding the late collection and payable fees.

Late Payments (For Nursery and The Den)

Fees are to be paid a month in advance. If any fees due are more than 14 days late you will incur a 20% charge. For any correspondence sent to you regarding non / late payment of fees you will incur a charge of £10.00 per letter. If you are experiencing financial hardship please speak, in confidence, to Mrs Colman, or Miss Cope so alternative payment arrangements can be made.