

Grendon CE Primary School

Charging and Remissions Policy including Nursery Payment Arrangements

1. Introduction

- a) In accordance with the requirements of Section 449 – 462 of the 1996 Education Act, the Governors of Grendon C of E Primary School adopt the policies outlined in this statement in respect of charges for school activities.
- b) The Governors fully endorse the underlying principle of the charging provisions of the Education Act 1996 that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost. Nevertheless, the school's capacity to subsidise school activities from its own funds is limited and, in general, a number of school activities will have to be fully self-funded if they are to proceed.
- c) The activities that come under this policy include:
 - a. Off site visits (day visits and residential trips)
 - b. Visitors to the school
 - c. Music Tuition.
 - d. Activities involving consumables.
 - e. Sale of school uniform
- d) Included in this policy are the arrangements for Nursery payment

2. Charging

a) Off site visits:

Parents will be invited to contribute on a voluntary basis towards the cost of day trips and activities which take place wholly or mainly during normal teaching hours. In most cases the full cost of the trip or activity will have to be met from voluntary contributions and if a trip or activity is likely to be cancelled because it is not fully funded by voluntary contributions, then parents will be informed of this at the time that their contributions are invited. No pupils will be treated differently according to whether or not their parents have made any contribution in response to the request.

For a residential visit the school will charge the parents the actual cost of board and lodging. A voluntary contribution will also be required which should be paid to cover the remaining costs. It must be understood that the voluntary contributions will be entirely used to fund the activity for which they are requested. Should the full amount necessary not be raised, the activity may not take place. Payment must be received in full prior the start of the intended residential visit.

b) Visitors to the school:

Parents may be invited to contribute on a voluntary basis towards the cost of visits to school by touring groups and artists which take place wholly or mainly during normal teaching hours. In most cases the full cost of the activity will have to be met from voluntary contributions; if the activity is likely to be cancelled because it is not fully funded by voluntary contributions, then parents will be informed of this at the time that their contributions are invited. No pupils will be treated differently according to whether or not their parents have made any contribution in response to the request.

c) Music Tuition:

All children study music as part of the normal school curriculum for which there is no charge. Specific music tuition may be offered by Northampton Music and Performing Arts Trust (NMPAT), or other qualified music tutors. In such circumstances lessons will usually be made available during school time for those pupils whose parents agree to the tuition and conditions offered, including full payment for such tuition.

d) Activities involving consumables:

Parents may be asked to make a contribution towards ingredients for a cookery, craft or other practical activity taking place in school time or as an after school or lunchtime club. Any contributions requested would be used to entirely supply the consumables for the activity in question. In such cases the goods involved will be offered to the pupils to take home, or to consume, subject to parental agreement.

e) Sale of school uniform and other items:

School does not keep stock of uniform. This is purchased via an external clothing company.

School sells book bags and water and water bottles and these are offered for sale through the school office where bulk orders are placed with suppliers. The cost of these goods is passed on to parents in full; it is not intended that any profits are raised for the school on such items.

3. Payments and Remissions

- a) At the time of requesting payments and contributions, details of payment options will be made clear, including whether the event or activity is likely to be cancelled if sufficient funds are not obtained from parents.
- b) In the event of difficulties in meeting payments, particularly for residential trips for which charges may be significant, the school should be contacted as soon as possible; each case will be dealt with confidentially and any decision regarding part or non-payment will be made by the Head Teacher with reference to the finance committee if appropriate.

4. Nursery payment arrangements

Nursery Sessions & Charges:

Grendon Primary School offers nursery sessions for a limited number of children from the term following their 3rd birthday. Nursery sessions will be available Monday – Friday during school term time only with charges as follows:

Session	Time	Charge
Morning	9.00am – 12.00pm	£15.00
Afternoon (inc. lunchtime)	12.00pm – 3.00pm	£15.00*
Extended afternoon	3.00pm – 3.30pm	£2.50

*Hot lunches can be provided at an additional charge of £2.40 a day (children may bring a packed lunch)

Grendon Primary School supports the free entitlement for 3–4 year olds that starts in the term following the child's 3rd birthday.

Funding entitlement will:

- Apply for a maximum of 15hours in any week, (parents may pay for additional sessions).
- Apply for the funded weeks of the term - this may vary depending on the length of each term
- Be shown clearly on all invoices

Please also see attached document 'Information regarding 30 hours free childcare' which includes a web address where information on tax free childcare can also be found.

Invoices:

- At the start of term you will receive a statement of hours booked and fees due for the term.
- Invoices will be issued monthly with payment due within 14 days
- We ask for payment to be made via ParentPay and will issue login details for your child once they have attended their first session. Payment will be accepted by cash or cheque if preferred.

School Closures:

- Fees will not be due for days when the school is closes such as Training Days & Bank Holidays.
- A calendar of term dates will be made available to parents clearly showing all such closure dates.
- Late Payment/Dishonoured Cheques:

- Will attract an administration charge of £10, and a further £10 for each month that the fees remain outstanding.
- We do understand that there are occasions in which people run into genuine financial difficulty – in this case please advise our Headteacher immediately in writing.
- Payment of fees is the responsibility of the signatory on the registration form, as would be any collection charges which may be incurred in the recovery of any outstanding monies.

Holiday/Sickness:

- As the Nursery is only open in term times, Nursery children will be expected to attend throughout the term – fees are always payable whether the child attends or not.
- Consideration will be given in the event of any special circumstances (eg medical) that may impact on attendance over the longer term.
- There will be no reduction or refund for holidays taken in term time.

Late Collection of a Child:

The Nursery reserve the right to charge additional fees at 15 minute intervals, or to terminate a child's place if there is a persistent late collection.

Notice Period:

If you wish to withdraw your child from the Nursery we require 4 weeks written notice in advance, or one month's fees in lieu of notice.

Change of fees:

All fees quoted will be subject to review by the governing body on an annual basis; any changes will be kept to a minimum and will be advised in writing by the end of the summer term.

5. Monitoring and review

This policy should be reviewed every 3 years or earlier if necessary