



Charging and Remissions Policy

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Signed by Headteacher	Kate Baskeyfield	<i>Kate Baskeyfield</i>
Signed by Chair of Governors	Elizabeth Dunstan	<i>EDunstan</i>

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If you have any questions about the content of this policy:

- If you are a member of staff – speak with your line manager or a member of the leadership team
- If you are a parent / carer – contact the school office on 0161 748 1867
- If you are another interested party – contact the school office on 0161 748 1867

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Breakfast Club

At Kingsway Primary School we charge for attendance at our Breakfast Club. The session begins at 8am and runs until the start of school.

The charge is £2.00 per day payable via Parentpay. The Breakfast Club staff mark the register which then adds a charge to the parent's Parentpay account.

Afterschool Club

At Kingsway Primary School we charge for attendance at our Afterschool Club. Sessions commence at the end of the school day and finishes at 5.45 pm.

Pupils may stay for the first hour at a cost of £5 per session or they may stay for the full session up to 5.45 pm at a cost of £8 per session, with a sibling discount of £1.

The cost is payable via Parentpay. The Afterschool Club staff mark the register which adds a charge to the parent's Parentpay account.

Nursery Additional Hours

Parents of Nursery aged children are entitled to 15 hours of provision free of charge. Owing to changes in legislation in April 2011 regarding the funding of nursery places by Trafford LA, it is the intention of governors to charge parents/carers for additional hours within the school day should they wish to increase the provision to full-time. This will be done under section 27 of the Education Act 2002, i.e. under the governing body's power to provide community facilities. The cost to parents will be set annually in the summer term and will be dependant on numbers within the nursery class. It is the intention of governors to cover costs, not make a profit, and these costs will change each year dependant on numbers. The charge will not include lunch as all parents will be asked to provide a packed lunch. The school day for Nursery children will begin at 8.45 am and end at 3.15pm.

Parental contracts will be signed by parents/carers wishing to pay for extra hours. Parents will receive a monthly invoice which will need to be paid in advance. All extra sessions must be paid for; including those missed due to sickness or holidays but the governors and Headteacher reserve the right to assess individual cases, i.e. in the event of a long term illness. The school will adhere to all national and local legislation and guidance around early year's provision for charged children. The additional hours can only be accessed by children already receiving their free 15 hour entitlement and all admissions are bound by the Nursery admission policy.

Residential Visits

The school organises an annual residential visit for Year 6 children. The cost of this trip includes accommodation, transport and insurance. The policy of the school is to cover the cost of any additional teacher time necessary to lead the trip or subsequent follow up work.

Where available, help will be provided for children of families experiencing financial difficulty to enable them to take part. This is stated clearly on letters and is dealt with discreetly and in confidence by the Headteacher. Parents will be given the option of a payment plan to spread the costs of the residential visit. Governors reserve the right to request payment in full before the place is booked.

Educational visits

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to make a contribution to the cost of the activity. All contributions are voluntary. If sufficient voluntary contributions are not received, the activity may have to be cancelled.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

Extra Curricular Activities

It is the policy of the school to charge for activities after school run by an outside provider. Parents will be asked for the full cost of these activities.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses
- sporting activities which require an outside sport coach
- cookery/art clubs – cost of materials
- visits to the theatre;
- musical events

Swimming

The school organises swimming lessons for two year groups each academic year. Lessons take place in school time and are part of the National Curriculum. The cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself are paid for by school.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir are also without charge. The annual whole class music tuition for Year 5 is funded by school. If in the future we arrange music tuition outside school hours there will be a charge for this. This charge will be paid to the school who then receive an invoice from Trafford Music Service. The cost of lessons is set by Trafford Music Service.

Charging for materials

The cost of ingredients and materials needed for subjects such as food technology or DT is borne by the school. However the school may charge for, or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models using batteries. The school will inform parents prior to activities.

Breakages & Fines

The School reserves the right to ask parents to pay for the cost of replacing any item such as:

- defaced, damaged or lost text books
- any item damaged as a result of unsatisfactory pupil behaviour
- broken windows

Remissions

The school has set aside a small fund to enable parents in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met.

Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled. Parents may be assisted with the costs of activities if they can prove that they are eligible for Pupil Premium through benefits-related Free School Meals.

School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the head teacher's discretion as to whether a refund is given to parents. The Headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the head teacher's discretion as to whether a refund is given. The Headteacher will consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the Headteacher's discretion as to whether a refund is given, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The Headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The

Headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents. Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account. Excess expenditure will be subsidised by the school fund.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.