



**TITLE: CHARGING AND REMISSIONS POLICY**

**MODEL POLICY STATEMENT**

This is a Willowbrook School policy

<b>Policy Owner:</b>		<b>Review period:</b>	<b>Annual</b>
<b>Last Review:</b>	<b>18<sup>th</sup> July 2022</b>	<b>Approving Committee:</b>	<b>FGB</b>
<b>Next Review:</b>	<b>June 2023</b>	<b>Latest FGB adoption:</b>	<b>March 2021</b>

**Public Sector Equality Duty**

This policy is written with due regard for the public sector equality duty that is placed on all schools. Willowbrook School will make reasonable adjustments for members of the school community with SEND and protected characteristics and guard against discriminatory practices and victimisation to ensure no-one is treated unfairly.



## **CHARGING AND REMISSIONS POLICY**

### **Introduction**

The purpose of the policy is to provide clarity on items which the school provide free of charge and those where there may be a charge.

### **Responsibilities**

The head teacher should ensure that staff are familiar with and correctly apply the policy. The governors should review the policy annually.

### **Policy statement**

During the school day all activities which are part of the National Curriculum and religious education are provided free. This includes materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupils the school will make a charge. (See below)

We may seek voluntary contributions for activities during the school day which entail additional costs, for example field trips. In these circumstances no pupil will be prevented from taking part because parents cannot make a contribution. If insufficient funds are available it may be necessary to change or cancel activities.

From time to time we may invite non-school based organisations such as a visiting theatre group to provide an activity during the school day. An organisation may wish to charge for the performance. In some circumstances a parent may wish to ask the head teacher for their child to be absent from that activity.

### **School day**

The school day is:

Lower School 8.50am – 12 noon and 1.00 pm – 3.20 pm

Upper School 8.50 to 12.30 and 1.30 pm to 3.20 pm

The mid-day break is not part of the school day.

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example school trips. These activities are not part of the National Curriculum or religious education; nor are they part of an examination syllabus.

### **Education partly during the school day**

If an activity takes place outside the school (fully or in part), there will be no charge if most of the time spent on the activity falls in the school day. Conversely, if the bigger proportion of time spent

falls outside of the normal school day, charges will be made. For these activities, parents should be told how the charges are calculated.

### **Residential activity**

Charges will be made for board and lodging; charges for pupils whose parents receive eligible benefits may have their costs reduced. (see below).

Other charges will be made to cover costs when the number of school sessions missed by a pupil totals half or more of the number of half-days spent on the activity. In these cases parents will be told how the charges were calculated.

### **Calculating charges**

When making charges for any activity, whether during or outside the school day, these will be based on actual costs, divided by the total number of pupils taking part. There will be no levy on those who can pay to support parents who can't or don't pay. Support for cases of hardship will be funded through voluntary contributions and fundraising. Parents who qualify for support are those who receive eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Breakfast and After School Clubs**

We run an extended school provision offering Breakfast and After School Club 5 days per week.

There are charges for this service and these are based as follows

Breakfast Club – 7.45 – 8.45 – 1 hour - £3.20.

After School Club – 3.30 – 6pm – flat charge of £8.

Nursery Breakfast Club - £4.50

Nursery After School Club - £9.00 (2 hour sessions)

This is payable via the school gateway in advance of booking the sessions.

For Nursery breakfast and after school bookings, unless it is part of your contracted hours through early years, all bookings need to be made in advance at the school office and paid at the time of booking by cash, or by arrangement with agreement with the Head teacher or School Business Manager can be invoiced following the dates being confirmed.

This is due to a maximum number of nursery places per day (6).

### **Nursery Charges**

Nursery is open 5 days a week with three days offering before and after sessions. Parents can buy additional sessions over and above their Early Years entitlement or in the term they turn 3 (once they are 3) they can attend and buy sessions as the free entitlement commences the term after their 3<sup>rd</sup> birthday.

Additional sessions are £4.50 a hour but are only available in 3 hour blocks - £13.50.

All charges are billed via the school gateway monthly in advance, and must be paid before the end of the current month. The exception to this is for the July invoice which will be added to the June invoice in advance in order to avoid arrears at the school academic year end.

### **Music Tuition**

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or sing. Charges will be made for delivery of lessons from peripatetic music teachers and this arrangement will be between the parent and the music teacher.

### **School Reports**

An annual school report is provided for each child without charge. Where a report and/or covering letter is required outside of this normal reporting cycle (for example for a child moving to a school outside the UK), a charge of £20 per report will be made for administration costs.

Where duplicates of annual reports are required, a charge of £20 per report will be made to cover photocopying and administration.

If parents wish to have a printout of their child's Nursery Tapestry record, a charge of 10p per page will be applied to cover the cost of printing.

We reserve the right to make an admin charge of £10 for admin costs incurred for Freedom of Information and Subject Access Requests.

### **Owed money and Debt Recovery**

Where there are outstanding debts relating to dinners, extended schools or trips the school will seek to recover the money. Any debt for school dinners over £10 will be chased until the debt is settled. At the discretion of the Headteacher a temporary debt may be allowed based on individual circumstances.

If after several letters there is no recovery of the debt the school will refer the debt to Devon county Council for recovery action to commence. This may affect your credit rating. If you are struggling to repay the debt, please contact us to make arrangements. You may also qualify for free school meals if you receive certain benefits.

We also reserve the right that dinners will be not provided until the debt has been cleared, and parents will need to provide a packed lunch.

### **Eligible benefits**

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods).
- Income Support (IS).
- Income-based jobseekers Allowance (IBJSA).
- Income-related Employment and Support Allowance (IRESA).
- The guaranteed element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,480)
- Working Tax Credit run-on (the payment you get for a further 4 weeks after you stop qualifying for Working Tax Credit)