



## Charging and Remissions Policy 2020-21

|                              | Signature            | Date                                |
|------------------------------|----------------------|-------------------------------------|
| Chair of Committee           | <input type="text"/> | <input type="text"/>                |
| Headteacher                  | <input type="text"/> | <input type="text"/>                |
| Full Governing Body Approval |                      | <input type="text" value="N/A"/>    |
| Next Review Date             |                      | <input type="text" value="Annual"/> |

## Charges for Pre-School

### Fees

Session fees from September 2020 are £18; this is for a 3 hour session.

Fees are payable in advance at the beginning of each term for the whole term. The School accepts payments by ParentPay online or Nursery or Childcare vouchers (by prior agreement with the Bursar). All parents will be included on the ParentPay online system and receipts will be issued from the system irrespective of the method of payment.

Payment is required within 14 days of a charge being received. A child's paid sessions will be cancelled if payment is not received within the timeframe specified.

If there is an issue with payment then please speak to office as soon as possible, a payment plan may be possible. The School reserves the right to reclaim monies owed through the Small Claims Court, incurring interest at 10% per month. In addition to this there will be an administration charge of £21.00 and costs.

Refunds will not be made, nor alternative sessions offered, to any child unable to attend due to illness or holidays taken during the term time.

Outstanding fees will only be refunded if at least a six week notice of leaving has been given. Sessions already taken and the six week notice period will not be refunded. The child is welcome to continue their allotted hours until the full notice period has elapsed.

Refunds may not be issued until the full notice period has elapsed and will be issued by cheque, or via ParentPay if the payment was made online.

### Early Education Funding

All children are entitled to 15 hours of free Early Education from the term after their third birthday. At Pre-School the Early Education offer is for **five morning or afternoon sessions**. This is to ensure the educational integrity of the offer. In cases of over subscription of the morning sessions in the Pre-School the 15 hours may be offered in the afternoon.

Early Education Funding is only available following the completion of a Parent Provider Agreement form (PPA-2YO for 2 year olds and PPA-U for 3 & 4 year olds) If these are not completed in full, on acceptance of a place, then the School reserves the right to charge for the sessions taken.

Newtown accepts 30-hour funding however it is the parents responsibility to apply for this funding termly and inform the school of any changes. Without a valid code the school will charge the full session rate of £18 for any session attended.

### Late Collection Fees

At Newtown we realise that sometimes, due to unforeseen issues, parents are late collecting. If a parent is more than 5 minutes late collecting from a morning session of Pre-School they will be charged a late fee of £15. If a parent is more than five minutes late at the end of the afternoon session then they will be taken to the After School Club and a fee will be charged for that session, £3.75. If a parent does not collect a child from After School Club before 4.45pm then a late fee of £15 will be charged.

### Charges and Remissions for Educational Activities

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupils education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy. The school also complies with the Buckinghamshire County Council Scheme for Financing Schools, Finance Section F7 Charges for Educational Activities.



### **Performances, workshops and visitors during school hours**

The school *may* ask for a voluntary contribution (see note 1) to cover the cost of the event. The total cost of the event will be divided by the number of pupils taking part, to give the minimum charge possible whilst covering the cost to the school.

### **Educational visits**

The school will ask for a voluntary contribution (see note 1) to cover the cost of entrance fees and travel.

### **Before and After-School Club**

The school makes a fixed charge of £3.75 per 45-minute session for Before and After School Club to cover the cost of staffing and snacks.

### **After-School Activity Clubs and Music Tuition**

External providers of after-school clubs and music groups that take place on school premises (but not within school hours) will charge parents directly and this will be a financial agreement between the parent and the provider.

### **Residential Trips**

The school will charge for the board and lodgings of the annual Year 2 residential trip to Shortenills Environmental Centre, this is made under permitted charges (see note 2). Parents will also be charged for the cost of transport there and back. Any parents who are unable to pay due to financial hardship should speak to the Headteacher about the possibility of a subsidised place. (For more information about charges for residential trips see note 3).

**Any family having difficulty paying a 'voluntary contribution', due to financial hardship, should see the Headteacher. The school may subsidise the contribution in order to ensure equal opportunities for all children.**

## **Other Charges**

### **Damage to or Loss of Property**

The school will make a charge in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee (see separate Lettings Policy).

### **Non-school based paperwork**

If the Headteacher or another member of the team is asked to complete a passport application, visa forms or any other exceptional paperwork a fee of £20 will be charged.

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

**Note 1: Voluntary Contributions**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher **must** also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and **not compulsory**. Schools should avoid sending colour coded letters to parents as a reminder to make payments into the school or maintenance funds. Schools should also ensure that direct debit or standing order mandates are not sent to parents when requesting for contributions.

**Note 2: Permitted Charges**

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Further more, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LA and school's remissions policy).

**Note 3: Residential Activities/Activities outside School Hours**

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

**When is an activity held in school hours?**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

**Example 1: Visit during school hours**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

**Example 2: Visit outside school hours**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.