

Charging and Remissions Policy



Reviewed and approved by:	Governing Body	
Date Adopted:	November 2022	
Date for next Review:	September 2024	
Signed by Name Printed:	Chair of Governors Mark Walker	Headteacher Jo Hall
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Date:	Reviewed November 2023	Reviewed November 2023

Saltergate Schools - Charging and Remissions Policy

The school's charging and remissions policy reflects section 457 Education Act (1996) which introduced new provisions on charging and remissions for school activities. The purposes of the provisions are:

- To maintain the right to a free school education;
- To ensure that activities offered as part of the National Curriculum and wholly within school time will be available to all pupils, regardless of their parent's ability or willingness to help meet the cost;
- To give Local Authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours;
- To confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either inside or outside school hours. Education provided by Saltergate Schools is free of charge if it takes place wholly or mainly during school hours (school hours being those hours when a school is in session and not including break or the middle part of the day). However, the schools reserve the right to seek voluntary contributions for the benefit of the schools or in support of any school activity, whether during or outside school hours, residential or non-residential.

VOLUNTARY CONTRIBUTIONS

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. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it will include children whose parents have not paid any contribution. However, the contributions made by parents are never used to subsidise the cost of other children. We do not treat these children differently from any others. 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, we enable the child to participate fully in the trip or activity. Any sustainable shortfall will be funded from the school budget. The school usually subsidises the cost of educational visits reducing the voluntary contributions requested for everyone. Parents have a right to know how each trip is funded. The school provides this information on request.

All after school clubs are free of charge to parents, this ensures that all children have the equal opportunity to participate.

Where the school organises an event to raise funds (e.g. discos) the school may charge a set price, with a surcharge after the return deadline.

If parents have a previous debt with the school, the school must take its responsibility seriously and not allow further debt to accrue. Parents will be given the opportunity to pay off a percentage

(manageable amount) from their previous debt to allow further money to be spent on the arranged after school activity.

Saltergate Infant School Charging Policy for Discovery Learning additional hours provision

Introduction

The parent has the choice regarding the provider with whom they would like to take their free entitlement. This policy is designed to provide parents with a full understanding of charges made.

What can/cannot be charged for

Snack/Milk for a child accessing the free entitlement

No - Snack/milk is free at the point of delivery

Trips/Visits for a child only accessing the free entitlement

No - Trips/visits are free at the point of delivery

Lunches -

If part of the free entitlement is taken at lunchtime, there will not be any charge (parents can bring a packed lunch.)

A school meal for a child entitled to a free school meal accessing funded provision before and after the lunch period

No - Meals will be provided free of charge if free meals have been applied for and the child is eligible.

A school meal for a child entitled to a free school meal not accessing funded provision before and after the lunch period

No - children must have childcare provision all day in order to access a free school meal.

If attending any single session or the lunch period is offered as part of the free entitlement, children must be given the option of a packed lunch.

No - Children must attend all day to receive a packed lunch

A child coming for additional Gateways sessions free entitlement, where first 15 hours have been taken at Gateways

Yes - Additional sessions currently cost £12.50 (three hours)

A child coming for additional Gateways sessions beyond 15 hours free entitlement, where the first 15 hours have not been taken at Gateways

Yes - Additional sessions currently cost £12.50 (three hours)

Bills are issued to parents in the first week of the month in which provision will be taken. Invoices are issued for additional paid sessions/lunchtime care. Parents Should pay by Parent Pay. Voucher schemes and tax-free childcare are also accepted forms of payment.

Payment terms

Payment should be made within the month of the provision. A reminder will be sent after this date (within one week) Sessions cannot continue if payment is not made following the reminder (arranged on an individual basis) Each session will be charged whether a child attends or not, unless Nursery/Gateways must close in which case, payment is not expected.

Other Information

The charging policy adopted by the school is displayed in the Nursery/Gateways entrance.