

# Kingsway Primary School

## Charging and Remissions Policy



<b>Governor Committee Responsible:</b>	Business and Finance	<b>Staff Lead:</b>	Claire Smith
<b>Status</b>	Statutory	<b>Review Cycle</b>	Annual
<b>Last Review</b>	September 21	<b>Next Review Date</b>	September 22

### INTRODUCTION

The education provided at Kingsway Primary School is free of charge during school hours (8.45am to 3.15pm) in accordance with the Education Reform Act 1988. However, there are a small number of activities for which we are permitted to make a charge or to ask for a voluntary contribution. We also have responsibility for a nursery (The KEY) and a children's centre (Beacon Children's Centre (BCC)) These are summarised below:

#### **Swimming (for Y4 and Y5)**

For this year, we are asking for a contribution for all children who attend swimming lessons for the period until they can swim 25metres unaided or a max of 20 lessons each year group, whichever is reached first. The school is using part of its capitation budget to subsidise this cost to enable this valuable life skill to be achieved without financial barrier.

#### **Residential Activities (Charge and voluntary contribution)**

The cost of board and lodging, evening entertainment, insurances, and optional extras such as trips to a cinema or the organisation of a disco etc. are charged in full. The school will invite parents to make a voluntary contribution for the rest of the cost. Children of parents receiving Income Support or Family Credit have the right to claim free activities. Charges may be waived or reduced for children whose parents make an application to the Headteacher.

### **ENRICHING THE TAUGHT CURRICULUM:**

#### **Day visits (VC)**

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this

way. Unfortunately, a trip may need to be cancelled if we do not receive sufficient voluntary contributions.

### **Visitors (Free)**

Activities that take place on school site and are organised to enrich our curriculum are free to all pupils.

### **Optional Extras (VC)**

Occasionally, we consider an activity to be of high value for our pupils but it may not necessarily fit in with our curriculum at that time. In this instance, we will undertake the activity but invite parents to make a voluntary contribution to reduce costs. Such activities may be: a Christmas pantomime or touring theatre show, a 'hands on' session or a travelling road show. Often schools are asked if they would like cancellation slots at half price and it is usually too tempting to miss.

### **Clubs**

The school offers a wide range of after-school clubs throughout the year. In the vast majority of cases, the school offers these clubs free of charge, especially if run by one of our teachers.

If the school needs to employ a teacher, who is not a member of the school staff, to undertake a more specialised club, then we will make a small charge for these sessions. This charge will usually represent the charge suggested by the agency or organisation offering the club. We will not make a profit.

Occasionally Art or sewing club may involve a small charge to cover the cost of materials thus ensuring high quality finished products that can be kept.

### **Breakfast Club and K Club**

We have successful Breakfast and After School childcare facilities which charge for all attendances.

Each child is charged to attend the clubs. A small discount is applied to parents wishing for their children to attend every day on any given week. This is to try and attract more people to attend weekly rather than odd days/adhoc.

With effect from Sept 2018, all places booked are expected to be paid for regardless of whether they are attended. This is to ensure all bookings are of genuine need and not holding places that could exclude another places needed.

All sessions for K Club are paid in advance via Parentpay. If payment is not made or you have a credit on the child's Parentpay account, the booking will not be processed. If a debt has incurred you will receive a verbal reminder and bookings will be suspended until payment is cleared.

Breakfast Club sessions are paid either in advanced by a term, by a half term, by month, by a week or on the day. Any sessions owed are chased by the office. Failure to pay for owed sessions will

result in the child no longer being able to attend Breakfast Club until a) payment is cleared and b) all future payments are paid in advance.

### **Transport to matches**

No charges are made for transport to matches or competitions as we believe our children are ambassadors for their school. The school does need to rely on lifts supplied by Parents for such events as the cost of coach fares/taxis are too expensive and would exclude us from taking part.

### **Breakages**

The Headteacher, in consultation with the Chair of the Governing Body, may decide to charge Parents in cases of wilful or malicious damage to equipment or school property, when a child's involvement is beyond doubt. It is hoped that parents would support the school in such instances, recognising their responsibility for reimbursing the school for their child's misdemeanour.

The Headteacher and Governors also reserve the right to ask for the replacement costs of schoolbooks on loan to children that are lost or severely damaged. Again it is hoped that parents would support the school in such instances, recognising their responsibility for reimbursing the school so as not to penalise other children.

### **Voluntary Contributions**

Parents may be invited to make voluntary contributions to extend the value of school funds. The cost will always be kept to a minimum and it will be made clear to parents at the outset if any activity cannot be funded without voluntary contributions and parental support. If a planned activity has to be cancelled any monies received will be returned. Parents will be asked to make voluntary contributions to school trips, visits or for practical activities such as technology. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities a charge will be made equal to the charge made by that provider.

### **Charging in kind**

Where parents indicate in advance that they wish to own the finished product from a practical activity they may be asked to provide or pay for ingredients, materials, equipment etc. that are needed.

### **Charging Parent Helpers**

We are indebted to the assistance of our Parent helpers and recognise their efforts. We will not charge parent volunteers who accompany us on school trips if they are required for adequate supervision ratios or will be an added bonus. Voluntary contributions will not fund their participation and their transport and entry costs will be funded by the school.

If we have spare places on our coach for trips such as the Panto trip or to visit a site, these will be offered to parents and equal charges made to cover the cost of transport and entry.

### **DBS fees and charges**

All staff DBS applications will be paid for by the school at a current charge of £51.

All volunteers that are solely supporting the school with their free time will be paid for by the school at a current charge of £11.

Any person wishing to volunteer within the school for their own purposes (i.e. personal qualification placements, personal work experience etc.) will be charged the full amount payable, currently £11 for volunteer.

Persons that are not currently employed as staff, will not be cleared through Kingsway Primary School with anything other than a volunteer clearance.

### **THE KEY:**

The KEY is a nursery and is a self-funding organisation providing childcare for 2's, 3's and 4 years old children. Charges are made for all sessions attended. They are defined by two criteria:

- Government voucher scheme
- Fee paying

The KEY applies to the Government for funding for all eligible children who meet certain criteria. This gives them between 15 hours and 30 hours of 'free' childcare. Any hours attended after this amount is chargeable.

Those children who do not meet the voucher criteria are wholly fee payable.

All fees are invoiced in advance on the 20<sup>th</sup> of the month and are required to be paid within 14 days.

### **BEACON CHILDREN'S CENTRE:**

The BCC is a self-funding organisation providing various community services by external users. All users are chargeable for their time using the Centre, damage to building & contents or loss of items owned by the Beacon CC.

Users are invoiced for their time using the Centre, on a monthly basis in arrears and fees are payable within 28 days.

Kingsway Primary School has limited use of the centre and will contribute funds to BCC in March of any given year for total hours used.

**GDPR statement 2018**

*Information provided to and held by Kingsway Primary School will be managed and processed in accordance with the new data protection law (General Data Protection Regulation) and in-line with our schools data protection policy [Kingsway PS,KEYSchool's Data Protection Policy 8th May 2018.docx](#)*

Amended by SBM using DFE and GCC guidelines.

29.9.2021