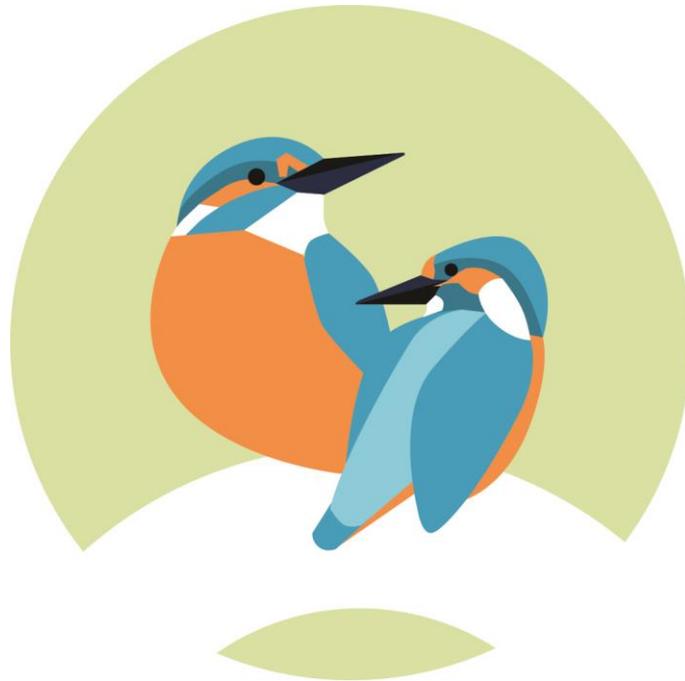


# Stockbridge Primary & Pre-School



## Policy for Charging

Approved by	
Approved on	
Review date	

Signed..... Role.....

Ownership: Development Committee

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## **Introduction**

In accordance with the Education Act 1996 (sections 449-462), education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition when this is a chosen extra provision by families.

School hours are defined as those when school is actually in session (see school Prospectus) and do not include the break in the middle of the day.

We place enormous value on the enrichment opportunities offered to children through experiences which make learning come to life, these are both in and out of school premises. They have a large impact on children's spiritual, moral, social and cultural development and help us bring to life our school motto of 'Learning for life'.

## **Voluntary Contributions**

### **Educational Visits**

When organising school visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If the visit cannot take place without the voluntary contributions, we will make this clear at the outset. We also have a duty to make it clear to parents that there is no obligation to make any contribution. If a visit goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children any differently from any others.

If a parent/carer wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the visit or activity. Sometimes the school pays additional costs in order to support the visit.

### **Residential Visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we make a charge for the child's board and lodge, the educational activities and travel expenses. We do not make any charge for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

It is expected that all parents will meet the full cost of the residential trip. To spread the cost phased payments will be facilitated. For a few families in receipt of the following benefits, we may be able to negotiate a reduction up to 50% of the cost or may be exempt from the cost of paying board and lodging.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575 (Financial Year 2008/09);
- the guarantee element of State Pension Credit; and an income related employment and support allowance that was introduced on 27 October 2008.

### **Charging if child does not attend**

If a child does not attend an education visit or residential when they had previously paid for their visit and were subsequently absent on the day, there will be no refund other than in cases of residential or educational visits where the value of the visit is over £45. If the child is unable to attend but has paid more than £45 contribution towards the visit, the school will reclaim the money through the school's visits insurance providers:

Hampshire County Council  
Personal Accident and Travel  
Insurance Group Policy  
Policy Number: 0010627579

General Claims: 0345 6029429

Fax: 020 8253 7569

Email: [claimsuk@aig.com](mailto:claimsuk@aig.com)

Any refund of monies will rest upon our claim being successful from the insurers. If, for any reason, the insurance company do not pay out a refund, the school will not be able to refund monies paid. This is because each visit is divided by the number of children eligible to go and therefore keeps costs as low as possible for every child.

### **Extra-curricular activities**

Out of school hours, staff provide many optional activities for which parents have given their consent in advance voluntarily. These are mostly provided free of charge. Where costs are incurred, parents will be asked to contribute to the total so that each activity is self-funding. If funds received are insufficient, the activity may be cancelled.

If a qualified coach, who is not a member of the school staff, runs and organises these sessions, we may ask parents/carers to cover the cost incurred. We also ask for contributions to cover the cost of transport to and from sporting fixtures where applicable.

### **Visiting Speakers & Performers**

Where visiting experts or performers have been invited to support the curriculum parents/carers will be asked to contribute so that each occasion is self-funding.

### **Instrumental Music Lessons**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small group lessons are taught by visiting music teachers from Hampshire Music Service however this does not include the Listen2Me tuition which children receive as part of a whole class. We make a charge per term which covers the total cost divided by the number of children who attend, for academic year. This is paid termly and in advance. Pupils joining part way through the year will be charged on a pro-rata basis. No refunds will be available, due to the school's commitment to Hampshire Music Service. We give parents information about additional music tuition at the start of the academic year.

Where school or county owned instruments require regular maintenance parents will be asked to pay a proportional charge, notified in advance.

### **School Lunches**

Payment is encouraged in advance for a week, month or half term period. Any outstanding payment will be followed up after a 1-week period of non-payment. Should payment not be forthcoming then the school lunch option will be removed from the family and the family will be required to provide a packed lunch for the child until the debt is settled.

### **Materials**

Where craft, DT, cookery and other practical lessons result in finished products, pupils may keep the items if the cost of materials is less than £1. Where the cost is £1 or more, parents/carers may be asked to contribute the full cost of materials. In such cases, notification will be in advance of the lesson, with confirmation that pupils will not be excluded from the lesson itself in the event of non-payment.

## Loss & Breakage

We maintain the right to recover the full cost of any damage to and/or loss of school property or equipment from the parents/carers of the children involved. The initial decision to seek recovery of costs shall be at the discretion of the Head Teacher, having due regard to the circumstances of the loss or damage.

## General Considerations

In all cases where costs are involved, the school will endeavour to meet these in respect of pupils where parents personal difficulties, subject to prior agreement by the Head Teacher.

## Debt Recovery

- The first step to recover a debt is to send a reminder after it is outstanding for **7** days.
- If the debt remains outstanding after a further **10** days a final demand will be issued.
- When no payment is forthcoming after the above reminders providing the debt is less than £25 the Governing Body may consider whether to write it off.
- If the debt is over £25 the Governors will refer it to the County Treasurer's Debtors Group where appropriate action will be taken.
- When a debt is written off an explanatory record giving the reasons must be written, signed and dated by the Head Teacher. This Record must be kept for inspection.

*In all cases, references to "Parents/carers" include those with Parental Responsibility.*

## Pre-school billing & charges

As a community resource which is committed to childcare, we aim to keep our fees affordable and competitive and at such a level that we can provide childcare of the highest quality. Fees are currently £4.80 per hour for 3-4 year olds and £5.30 for 2 year olds (current 24 April 2017) and are reviewed annually to ensure that we continue to meet our objectives.

As a registered childcare provider, we are in receipt of early years education funding (EYE) for eligible two, three and four year olds. Where funding is not received, or extra hours are required in excess of funded hours, then fees are payable to Stockbridge Pre-school.

## Procedures

### Nursery Education Grant funding

At Stockbridge Primary & Pre-School we are registered to receive Nursery Education Grant funding (hereafter called NEF) which children are eligible to receive from the term following their third birthday.

Children at Stockbridge Primary & Pre-School are entitled to a maximum of 15 hours of funded sessions per week for 38 weeks a year. Parents can use this funding at any registered setting or with registered childminders, and can use their 15 hour entitlement in a combination of settings or childcare arrangements.

Stockbridge Primary & Pre-School currently opens for no more than 38 weeks in a school year .

Our term dates are the same as the primary school dates and are published to parents and available on request.

Repeated regular non-attendance on days funded by NEF without written reason may mean that the council asks you to repay the funding received on your child's behalf. Please let your keyworker know if your child is going to be absent or write an email/note to say why they missed a session.

### Procedure for applying for NEF:

The school office will issue a funding claim form to the parent/carer at the point of registration and then again each term in anticipation of the headcount deadline date when funding claims must be registered. This must be filled in and brought back with proof of your child's date of birth by the deadline explained by the administrator.

You will need to declare any NEF sessions being claimed elsewhere (eg. at a day nursery, or other pre-school). If you do not sign the form by the deadline, you will not be able to claim NEF for the term. Once your form has been submitted, you will be unable to change your claim for hours for that

term. Any change to hours within that term will be billed separately and at the chargeable rate published above.

### **'Free Childcare for Two- Year-Olds' scheme**

There is an offer of free childcare for two-year-olds in Hampshire who meet the requirements conditions. The aims of this offer include providing childcare to the most disadvantaged two-year-olds and to narrow the gap in educational achievement between disadvantaged children and other children in the County. Please Speak to Mrs Spayes for further information if you think your family may be eligible for this scheme.

### **Fees for Stockbridge Pre-School**

Stockbridge Primary & Pre-School is open between the hours 08:55 and 15:00 Monday- Friday. Hours used by your child, not covered by the aforementioned funding schemes will be charged at a rate £5.30 per hour for 2year olds and £4.80 per hour for three and four year olds.

Fees will not be collected for bank holidays but will be collected for staff training days, please speak to the school office for further information.

Fees will be reviewed annually in April in line with the financial year. Stockbridge Primary & Pre-School reserve the right in increase fees if required to meet our aims and objectives with four weeks written notice to parents.

Fees are to be paid termly in the Autumn & Spring terms. Summer term will be billed half termly. School will provide parents with an invoice during the first week of term. Invoices must be paid in full (unless prior written arrangement has been made with school office to the school office) within four weeks of receipt of an invoice. Our ability to pay staff rests on all invoices being settled on time.

### **Payment methods**

- Cash to school office, a written receipt must be obtained
- Online payment, please see office for details
- Cheques made payable to Hampshire County council
- Childcare vouchers, please see office for details

We are committed to resolving payment issues with you should circumstances arise. We are open to discussion regarding payment planning and actively encourage parents to enter into an agreement about this where necessary. The office would like to discuss all our available options with you if you are unable to pay an invoice but this should be done at the date of invoice issue, not around the date when the payment is due.

### **Fee Collection Procedure**

If fees are not received four weeks after receipt of invoice and no formal contact and plan is place for payment with the school office the following procedures will occur. Pre-school staff as well as admin staff may ask parents for fee payment.

The School management team will write to request this payment by a set date and invite the parent/carer in to discuss future payment and possible payment schemes which will be confirmed in writing.

If payment is not forthcoming after the specified date then Stockbridge Primary & Pre-School reserves the right to stop your child's fee paying hours. Your child's place may be given to another child on the waiting list. You will remain liable for the fees incurred from the hours your child has already attended that term.

### **Giving notice**

If you wish for your child to leave the pre-school or change settings, we require a 6 week notice period. Should you choose to leave within this 6 weeks, sessions you have previously requested are chargeable and need to be paid in full before leaving.