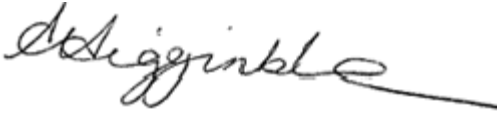





Charging and Remissions Policy (Learning and Growing Together)

Date ratified by Governing Body	3rd May 2022
Review Cycle	Every year or when there is a change in statutory guidance or legislation
Review Date	May 2023
Signed Headteacher	
Signed COG	



- 1. Aim** The aim of this policy is to set out what charges may be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.
- 2. Residential School Visits** We may charge for the cost of board and lodgings during overnight school trips, but the charge will not be more than the accommodation actually costs. Parents who are in receipt of certain benefits will not be required to pay. Parents should contact the school for further information.
- 3. Music Tuition** Charges may be made when the tuition is not an essential part of:

 - a. the National Curriculum.
 - b. a public examination syllabus.
 - c. first access to the Key Stage 2 instrumental and vocal tuition, Wider Opportunities programme such as we use in Year 4.
- 4. Examinations** No charge will be made for entering pupils for public examinations that are on the National Curriculum. Currently this is not applicable as both schools within the Federation are first schools.
- 5. Breakages and Replacements** We may charge for breakages and replacements as a result of damages caused willfully or negligently by pupils.
- 6. Extra-Curricular Activities and School Clubs** We may charge for extra-curricular activities and after and before school clubs.
- 7. Voluntary Contributions** We may ask parents for voluntary contributions towards the cost of:

 - a. any activity which takes place during school hours including educational visits (trips).
 - b. school equipment.
 - c. transport provided in connection with an educational visit.
 - d. The contribution is voluntary and pupils of parents who can't, or don't want to, contribute will not be excluded from the activity or using certain equipment. Where there are not enough voluntary contributions to make the activity possible, and there are no other ways to get funds, we may cancel the activity or not be able to buy certain equipment.
- 8. Refunds** Refunds will be made where plans or programmes have to be changed, less any preparation costs already incurred.
- 9. Haselbury Plucknett Pre-School**

 - a. Core sessions are: Morning: 9am – 12 noon (3hours), Afternoon: 12.00pm - 3.00pm (3hours). If a child stays for lunch a packed lunch and drink will need to be provided.
 - b. All hours must be paid for either by means of Early Years funding or via our school payment system. Work scheme childcare vouchers are accepted. The preschool is also part of the government's tax-free childcare scheme. Contact the administration office for details.



- c. **Payment of fees:** Invoices are issued half termly in advance, and will indicate the payment date. Payment must be made through our school payment system or by childcare vouchers.
- d. Should a problem arise concerning payment of fees, parents should speak to the Headteacher as soon as possible to enable Haselbury Plucknett Pre-School to come to an agreement regarding payment.

4. Sickness / Pandemic / Isolation If a child is absent due to sickness, isolation or other reasons, the fee will remain in place as the setting will have kept their place open. In the case of continuing illness please speak to the Headteacher as fees for such absences are at the discretion of Haselbury Plucknett Pre-School. If the preschool is required to close, such as in a pandemic or if a teacher is required to isolate, then fees would not be charged.

5. Holidays / Planned absence

- a. Haselbury Plucknett Pre-School is currently closed on all Bank Holidays and Inset training days thus no fee is charged for these days.
- b. If a child has a planned holiday that falls during our opening times, fees will still be applicable.
- c. If a parent / carer chooses to remove a child from a session, fees will still be charged. This session will not be able to be swapped to another time as this would impact child-teacher ratios.

6. Early Years Entitlement (E.Y.E.) Haselbury Plucknett Pre-School are in receipt of E.Y.E. for 3- and 4-year-olds. This is available the term following your child's third birthday and funding is also available for some eligible 2-year-olds. (Please ask the school administration office for details). E.Y.E. will fund a maximum of 10 hours per day, a maximum of 15 hours per week with a maximum of 570 hours per year. If your child is booked to attend term time only this equates to 15 hours per week for 38 weeks. To access this funding, you need to complete an E.Y.E. registration form and provide a copy of your child's birth certificate or passport. Any hours booked above the E.Y.E. will be charge at the current hourly rate.

7. Help with Childcare Costs There are various different government schemes which you may be eligible to apply for to help with childcare costs. For example: Tax-Free Childcare, Working Tax Credit, Child Tax Credit, Universal Credit and the Childcare Voucher Scheme. Please visit <https://www.childcarechoices.gov.uk> or use the 'Childcare Calculator' at <https://www.gov.uk/childcare-calculator> to work out which type of support is best for you. Alternatively, ring the tax credits helpline on 0345 300 3900.

8. Termination of the Contract Haselbury Plucknett Pre-School reserves the right to terminate the contract without notice in the event of non-payment of fees, following the non-payment procedure. At all other times 4 weeks' notice in writing will be given. If you wish to terminate your contract with Haselbury Plucknett Pre-School, 4 weeks' notice in writing is required. If written notice is not received 4 weeks fees will be charged and E.Y.E. will be claimed.