



**ST ALPHEGE CE
INFANT SCHOOL**

Charging and Remissions Policy



Implemented: March 2003

Date of last review: Sept 2022

Date of next review: Sept 2023

Staff Responsible: Jacqui Spinks

Governing Body approval from Full Governing Body

The aims of the charging policy are to:

- maintain the right to free school education
- enable all pupils to take full advantage of the activities provided by the school

The objectives of the charging policy are to:

- ensure that activities offered in school time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost
- identify those activities for which charges may be levied
- invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- ensure that the responsibilities for the charging policy are clearly and appropriately allocated
- ensure that the operation of the policy is systematically reviewed and the findings acted upon.

Rationale

We are committed to providing an education for the children in our care that is free and does not discriminate against any member of the school.

No charge is made for the delivery of any part of the National Curriculum.

Responsibilities

The head teacher has overall responsibility for determining the proportion of costs of an activity for which voluntary contributions should be sought.

Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the Headteacher for consideration and approval.

The Headteacher has the responsibility for monitoring and evaluating the implementation of the policy.

Operational advice

There are times when we ask for voluntary financial contributions, to offset the cost of consumables where the child takes possession of the finished article, e.g. cooking. No child will be excluded from taking home an article made at school for not contributing.

The Governors have taken the option to include the teaching of swimming at Key Stage 1. This now takes place at the Whitstable swimming pool for a charge of £1.75 per week, which is heavily subsidised by the school. The suggested amount is not inflated to cover any shortfall and may vary from year to year. Again no child is denied access for not contributing.

The costs of all outings, visits and visiting presenters is kept to a minimum and planned so as to avoid excessive demands on families. Before any outing is undertaken letters are sent home informing families of the required voluntary contribution needed to make the occasion viable. This sum is not inflated to allow for those who may not be able to pay. If a significant proportion of families are unable to make a commitment then the outing is cancelled. We aim to allow enough time for a weekly saving scheme to operate, especially where the costs are high. Even if a commitment to pay is not honoured no child is ever excluded from the outing.

In bringing relevance and reality to some aspects of the curriculum children may be asked to bring some items from home. Steps will always be taken to ensure that no child is denied access to any activity through not having the required resources. There may be times when, due to a lack of suitable spare clothing or other resources, children cannot join in an activity but this will only be after a 'best effort' in the child's interest has been made.

The school's 'Friends Association' works hard raising funds for the school and may at times be asked to subsidise any of the above.

Wrap-around-care charges from September 2021

Breakfast Club 8.00am – 8.35am £2.50 per day	After School Club 3.15pm – 5.00pm £7.00 per day	After School Club 3.15pm – 6.00pm £8.50 per day
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Breakfast club

- Invoices will be produced weekly, in arrears, and you will be charged for the sessions your child has attended.
- Invoices will be sent home with the child where possible.
- Payment will be due immediately and can be made by bank transfer, childcare vouchers, cash or cheque, made payable to St Alphege CE Infant School.
- Receipts will be issued for all payments of fees and a copy will be sent to parents.
- Parents should keep their receipts as proof of payment.
- Termly statements will be produced and will be sent to parents detailing all invoices and receipts for the term.
- If fees remain unpaid for two weeks this may result in a parent losing their childcare place.
- If a place is no longer required for your child please notify the school office.

After School Club

- Invoices will be produced at the beginning of each term for the terms sessions you have pre-booked for your child.
- Payment will be due within 14 days of the invoice date and can be made by bank transfer, childcare vouchers, cash or cheque, made payable to St Alphege CE Infant School.
- Payment is due for all contracted sessions even if your child is unable to attend their booked session.
- Payment for any additional sessions required throughout the term, or late collection fees will be added to the next terms invoice.
- Receipts will be issued for all payments of fees and a copy will be sent to parents.
- Parents should keep their receipts as proof of payment.
- Termly statements will be produced and will be sent to parents detailing all invoices and receipts for the term.
- If fees remain unpaid by the end of the term this may result in a parent losing their childcare place.
- Four weeks' notice must be given to reduce the number of sessions your child attends at after school club.
- Four weeks' notice must be given to resign your child's place.
- **A charge will be levied for late collection after 5.00pm where the session has only been booked until 5.00pm. A fee will be charged at £1.50 per child. For late collection after 5.10pm an additional fee of £10.00 will be added. This charge will be added to the following month's invoice.**
- **A charge will be levied for late collection after 6.00pm. A fee will be applied for late collection from 6.00pm onwards at £10.00 plus £1.00 per minute per child. This charge will be added to the following month's invoice.**

Sunbeams Nursery Charges

Universal 15-hour funding

Currently, all 3 and 4-year olds and those entitled to Free For 2 funding, are entitled to 15 hours per week during term time of free childcare, up to a maximum of 570 hours per year. At Sunbeams your child can enjoy 5 free, 3-hour sessions of quality educational learning through play each week and we make this available to you from your child's 3rd birthday. These sessions may be distributed over the week as you require subject to availability.

Children who stay all day will incur the £3.00 mid-day charge, unless you are entitled to Early Years Pupil Premium (EYPP) where this cost will be covered by EYPP payment the school receives. If you are in eligible for FF2 funding the school will cover the cost of mid-day session and you will not be charged.

You can be **flexible** in your attendance and share your free provision between two nursery settings. You can also purchase additional sessions and your child may attend up to ten sessions a week.

All sessions are subject to availability and will be awarded according to our Admissions Policy which is available to view in full on the school website.

Any sessions over the 15 hours' free entitlement will be charged as indicated on the table below. Please note that the lunch club session is not included as part of the free provision.

Any extra sessions your child is registered to attend will need to be paid for to cover costs even if your child does not attend due to illness or any other reason. If you do not pay your child's fees regularly you put any additional sessions your child is attending at risk. This will not affect your 15-hour entitlement.

Morning Session 8.30 – 11.30 £15.00	Lunch Club 11.30 – 12.15 £3.00*	Afternoon Session 12.15 – 3.15 £15.00
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*We can provide a hot or cold meal for your child through the school's provider Chartwells Catering Service at a further cost of £1.75 per meal.

30-hour provision

We have 15 places available to children of families who are eligible for the 30 hours funded childcare. Parents will need to meet certain criteria to be eligible for the funding and will need to apply for funding themselves. For more information and to check eligibility please visit the government website kent.gov.uk/freechildcare. If eligible, parents will be given an eligibility code to share with us and once confirmed we will be able to confirm your 30 hours of funded childcare with us. We offer a fully flexible 30-hour provision that equates to 9, 3-hour sessions plus 4, lunchtime sessions during the week, term time only, up to a maximum of 1140 hours per year.

These sessions may be distributed over the week as you require subject to availability. You can also purchase additional sessions and your child may attend up to ten sessions a week.

Please note that parents will need to re-check their eligibility every 3 months. If your circumstances change and you are no longer eligible to receive the full 30 hour funded childcare you will enter a period of grace when we can discuss your options with you.

Your universal entitlement of 15-hours per week will not be affected and your child will still receive 5, 3-hour sessions funded provision per week at Sunbeams.

Sunbeams Lunches

We are able to offer a hot or cold lunch option to Sunbeams children at a cost of £1.75 per meal. Meals are provided by the school catering company Chartwells.

If you are entitled to EYPP and your child attends for both the morning and afternoon session, their lunch will be free while the school

Lost Reading Books

If children's school reading books are lost at home and not brought back to school, we will make a charge of £3 per book to cover the cost of replacement.