

Wrockwardine Wood Infant School & Oakengates Nursery Federation

Charging & Remissions Policy



Charging and Remissions Policy 2017/18- Document Status			
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Our Federation includes:

- *Wrockardine Wood Infant School & Nursery which offers a breakfast club facility for school age children*
- *Wrockardine Wood Infant School & Nursery offers 30 hours funded childcare for parents who are eligible. There is a charge for additional childcare provision.*
- *Oakengates Nursery School offers 30 hours funded childcare for parents who are eligible. There is an additional charge for lunch.*
- *Oakengates Nursery School which offers breakfast club and an after school club facility for 2-4 year old children*
- *Oakengates holiday club for 2-8 year olds*
- *Oakengates full day care facility for 0-2 year olds.*

1. Aims

Our federation aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activities that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for federation activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for federation activities in maintained federations in England.

3. Definitions

- Charge: a fee payable for specifically defined activities

- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our federation, responsibility for approving the charging and remissions policy has been delegated to **Chairman of the Governing Board**

4.2 The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the federation cannot charge for**:

5.1 Education

- Admission applications
- Education provided during federation hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside federation hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the federation
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the federation
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the federation

5.2 Transport

- Transporting registered pupils to or from the Federation's premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the federation
- Transport provided in connection with an educational visit (However nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities).

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from federation accompanying pupils on a residential visit

6. Where charges can be made

Below we set out **what the federation can charge for**.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision (day care)
- Holiday Club
- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the federation can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the federation
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the federation

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-federation clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during federation hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The federation can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6.5 Freedom of Information requests

Subject access requests for all or part of the pupil's educational record will be provided within 15 school days. The table below summarises the charges that apply.

Number of pages of information to be supplied	Maximum fee (£)
1-19	1.00
20-29	2.00
30-39	3.00
40-49	4.00
50-59	5.00
60-69	6.00
70-79	7.00
80-89	8.00
90-99	9.00
100-149	10.00
150-199	15.00
200-249	20.00
250-299	25.00
300-349	30.00
350-399	35.00
400-449	40.00

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the federation is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the federation may ask parents for voluntary contributions include:

- *Educational Visits e.g. visits to Blist Hill, Pantomime etc.*
- *Sports activities*
- *Educational visitors e.g. Key Strings, animal man, theatre company*

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the federation is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this Federation charges for

Wrockwardine Wood Infant School Breakfast Club

At our breakfast club we believe in open communication with all our parents and staff. We set our charges in consultation with our parents and pupils and this pricing policy is presented to ensure that everyone concerned fully understands our charging structure.

Sessions

Monday to Friday term-time only. There is no need to reserve a place at breakfast club.

Payment:

Pupils	Time	Cost
WWI pupils in receipt of benefit based free federation meals	8.00-8.50	£1.00
Wrockwardine Wood Infant Federation pupils	7.30-8.50	£2.50
	8.00-8.50	£2.00
Wrockwardine Wood Junior Federation pupils <i>includes walking bus to WWJ</i>	7.30-8.45	£3.50
	8.00-8.45	£3.00

Payment must be made daily or can be paid in advance.

Notice of any increase in fees

One month

What is included in this price?

A healthy breakfast with a choice of cereal and milk, fruit, toast and topping, fruit juice, fruit, milk or water.

Breakfast will stop being served at 8.20am. After this time the club will provide a play environment only.

Activities include

- Reading,
- Board games,
- Craft activities

- Physical activity, eg hopscotch, dance, outside play- weather permitting.
- Quiet space for homework.

Registration:

A completed registration form must be completed prior to the first time a child attends the breakfast club. Parents will be given a breakfast club home federation agreement which includes information about charges and child safety.

Special Activity Days

Breakfast Club will occasionally offer special activities at no extra cost and free taster sessions. The charging policy is available to all parents and staff and also forms part of the federation prospectus.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in **May** each year. Parents will be informed of the charges for the coming year in **July** each year.

Financial Agreement for additional childcare provision 30 Hour Offer at Wrockwardine Wood Infant School Nursery

The table of charges below comes into force from 30th October 2017

	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL
Additional Hours Provision	£3.40	£3.40	£3.40	£3.40	£3.40	£17.00 per week

All fees are to be paid monthly in advance

School Meal Options (Please tick the option you require)

	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL
Hot School Meal	£2.10	£2.10	£2.10	£2.10	£2.10	£10.50
School Packed Lunch	£2.10	£2.10	£2.10	£2.10	£2.10	£10.50
Home Packed Lunch	N/A	N/A	N/A	N/A	N/A	N/A

I will pay for a hot school meal via the cashless system using the Telford and Wrekin website.

<http://www.telford.gov.uk/info/20028/school-meals/8/pay-for-school-meals>

Oakengates Nursery Fees and Charges

Charges for Baby Room –Contract Terms Full Year (51 weeks)

The table of charges below were reviewed by the Governing Board in October 2017

Debt fees and charges are £3.50 per hour

Session Information	Rates
Full Week Bookings qualify for discount	
5 x Full Days £193.75 – 5% discount =	£184.05
5 x Short Days £127.50 - 5% discount =	£121.00
5 x Mornings £103.75 - 5% discount =	£98.55
5 x Afternoons £90.00 - 5% discount =	£85.50
<u>Sessional Based Booking</u>	
Morning - including Breakfast & Lunch (7.30am – 1pm)	£20.75
Afternoon – including High Tea (1pm – 6pm)	£18.00
Short Day – including Lunch (8.30am – 3.30pm)	£25.50
Full day – including Breakfast, Lunch & High Tea (7.30am-6pm)	£38.75

Charges for Toddler Room

Non-Funded Children (Day Care) – Full Year (51 weeks)	
Session Information	Rates
Full Week qualify for discount	
5 x Full Days £193.75 – 5% discount =	£184.05
5 x Short Days £125.50 - 5% discount =	£119.22
5 x Mornings £97.50 - 5% discount =	£92.60
5 x Afternoons £98.75 - 5% discount =	£93.80
Morning - including Breakfast & Lunch (7.30am – 12:30pm)	£19.50
Afternoon – including High Tea (12:30pm – 6pm)	£19.75
Short Day – including Lunch (8.45am – 3.30pm)	£25.10
Full day – including Breakfast, Lunch & High Tea (7.30am-6pm)	£38.75
<u>Top up sessions for funded children</u>	
Breakfast session (7:30-8:45)	£4.90
Non funded session (am or pm)	£10.50
Lunch (11:45-12:30)	£4.15

Late session (3:30-6pm)	£9.00
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Please note funding only includes 5x sessions per week, am 8:45-11:45 or pm 12:30-3:30 (not lunch, breakfast or lates)

Pre-School Children (cost for additional hours)

Session Information	Rates
5 x Full Days	£149.50
Full day (7:30-6:00)	£29.90
5 x Short Days	£80.00
Short day (8:45-3:30)	£16.00
Wrap around sessions Please note breakfast service finishes at 8:45am please arrive before 8:40am	
Breakfast (7:30-8:45)	£4.90
Lunch 11:45-12:30)	£5.50
Late (3:30-6pm)	£9.00
Extra pre-school session (8:45-11:45/12:30-3:30)	£10.50

Holiday sessions (please book via holiday club)

Session Information	Rates
Full day (7:30pm-18.00pm)	£38.75
Short day (8:45-3:30)	£26.50
Morning includes. breakfast, lunch and snack (7.30am-12.30pm)	£20.90
Afternoon includes high tea and snack (12.30pm-18.00pm)	£20.90
Lunch 12.00pm-12.30pm	£5.60
Holiday Sessions (8.45-11.45) or (12.30-3.30) includes snack	£10.50
Late session (3:30-6pm) includes high tea	£9.00

FUNDED SESSIONS

Parents/Carers who access childcare above their 15 hour grant funding will be charged for extra sessions.

Parents/Carers who are eligible and are accessing up to 30 hours grant funding will be charged for additional hours above this.

FEES AND PAYMENT TERMS

The Nursery fees do not include nappies, baby wipes, formula milk. You will be required to bring these in for your child.

The Nursery fees are reviewed annually and notification of any changes will be sent a month in advance of the change.

Fees are charged on a sessional basis. Additional sessions can be booked in the office, subject to availability.

The Fees are to reserve your child's place at the Nursery and therefore full charges will be made if your child is absent.

Parents/Carers who are eligible for funding to pay for their childcare fees (e.g. learner support fund, care to learn) will be required to have the funding in place before the child starts at the nursery or provide the office with evidence of the entitlement.

If you wish to cancel your child's place at the nursery we require **4 weeks written notice.** If you do not adhere to this notice period, you will be charged.

Parents will not be charged for Bank Holidays or the week at Christmas when the Nursery is closed.

LATE CHARGES

If you are late collecting your child from their session, you will be charged £5 for every 10 minutes. These will be paid when incurred.

PAYMENT TERMS AND CONDITIONS

All Nursery fees are paid a month in advance and are due by the 7th day of the month. Failure to pay your invoice will result in your child's place being cancelled.

Process for unpaid childcare:-

- STAGE 1 – After 7 days a letter will be sent to remind you of an unpaid invoice and payment should be made within 7 days of the date on the letter.
- STAGE 2 – If payment is not received you will receive another letter informing you that payments needs to be immediately and that you may only access funded sessions (15 hours or 30 hours) until this payment is made.
- STAGE 3- Failure to make payment will result in your childcare place being cancelled and the debt being referred to Telford and Wrekin Council. This action may involve additional legal and administration costs being added to the amount outstanding.

HOLIDAY CLUB

Any bookings for Holidays Club must be paid at the time of the booking.

Once the booking has been confirmed and payment has been made, Holiday club fees are non-transferrable and non-refundable. There will be no refund for cancellations.

9. Remissions

In some circumstances the federation may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- 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 £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

10. Monitoring arrangements

The Federation Business Manger monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the **Federation School Business Manager** annually. At every review, the policy will be approved by the **Governing Board**.