



Brackenhill Primary School

Charging and Remissions Policy

Objectives

- To make clear what will be provided without charge and what will be offered with a charge being made.
- To clarify what is meant by any request for voluntary contributions.

Strategies

- No charge will be made for admitting pupils to school except for additional Nursery provision (see below).
- Transport or admission costs for swimming lessons during school hours will be met by the school.
- The school may request voluntary contributions towards the cost of some activities planned during school hours.
- Where parents are asked to make a voluntary contribution towards the cost of an activity which takes place during school hours, or to school equipment or school funds, the contribution will be genuinely voluntary. Pupils of parents who are unable or unwilling to contribute will not be discriminated against.
- For school trips a mileage rate of 40p per mile, per minibus, for the return trip to the destination, will be applied and the total cost will be included in the calculation and apportioned between the pupils attending the trip
- Carpark fees for the school minibus will be included in the calculation and apportioned between the pupils attending the trip.
- When there are insufficient voluntary contributions to make an activity possible, and it is not prudent to draw funds from another source the activity/trip will be cancelled.
- On residential trips that take place wholly, or mainly, during school hours, the school will charge for the cost of board and lodging at the actual cost of the provision.
- Children whose parents are in receipt of some specific support payments will, have a free school lunch entitlement, when they are on a trip which is over lunchtime.
- Where the school provides a musical instrument and book (e.g. recorder) for music tuition in school, the school does not charge for this. However, if parents wish their child to take home and keep the instrument at the end of the year there will be a reduced charge in order to replace the book and instrument for the next cohort.
- Where visits to places of worship take place to support the Religious Education Curriculum will be paid for by the school.
- A charge will be made if pupils lose books or damage school equipment or property. During the music tuition year music books or recorders that may be taken home will be charged for at face value if they are lost or damaged.
- Additional Nursery provision (beyond the first 15hrs) is available but is charged for:

Nursery Education (Red Apples (AM) & Green Apples (PM))

Mon – Fri AM Session 8:30am – 11:30am (15 hrs)

Mon – Fri PM Session 12:30pm – 3:30pm (15 hrs)

30 hrs allocation (TTO)

Mon – Fri 8:30am – 3:30pm

- For parents/carers accessing their 30 hour entitlement (6 hours), Brackenhill Primary School require an amount of £1.50 per day to cover the cost of staffing for lunch (11:30am – 12:30pm). Parents/carers are to provide children with their own lunch time meals from home.



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Extended Provision over and above the free entitlement will be charged for as follows:

- Additional AM Morning Session – 8:30am – 11:30am - £19.50
(Subject to availability)
- Additional AM Morning Session (Inc. lunch) – 8:30am – 12:30pm - £21.00
(Subject to availability)
- Additional PM Afternoon Session – 12:30pm – 3:30pm - £19.50
(Subject to availability)
- Additional PM Morning Session (Inc. lunch) – 11:30am – 3:30pm - £21.00
(Subject to availability)
- Hourly Rate for 3+ children - £6.50 per hour

*Please also note that children with funded hours will always be given priority regarding Nursery places over fee paying parents in the first instance. Additional chargeable sessions at Nursery will **only** be offered to parents/carers following the first half term break in October. This is to provide parents/carers of children with funded hours ample time in which they may take up a Nursery place.*

Accepted methods of payment

We accept the following methods of payment for our paid provision:-

- Cash / Cheque
- Childcare Vouchers
- Working Tax Credits
- Learner Support Fund from Universities & Colleges

Cancellations

- Please note we require 4 weeks notice for any cancellations or changes (reducing paid hours) to our paid provision bookings, this must be done in writing.
- You may be asked to pay a fee where sufficient notice has not been received to cover the cost until the place has been filled.

Outcomes

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.

Approved by Governors