

# WELL GREEN PRIMARY SCHOOL, HALE

## CHARGING

## POLICY DOCUMENT



Reviewed April 2024

## **Well Green Primary School Charging Policy March 2024**

### **1 Introduction**

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

### **2 Voluntary contributions**

- 2.1 When organising school trips or 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 we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. The Head teacher urges parents to approach her in complete confidence if assistance is sought.
- 2.2.1 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs to support the visit.
- 2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - school trips;
  - musical events.
  - visitors to school who enrich the curriculum, who charge for their services
- 2.4 An administrative charge of 82p per person per trip will be levied on all trips from 1 September 2017, this is to cover additional costs incurred arranging trips e.g. Parentpay, postages, etc.

### **3 Residential visits**

- 3.1 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 shall request voluntary contributions to cover the costs of all aspects of the visit, including the costs of activities, transport and board and lodging. For parents who struggle to afford payment every effort will be made to find funds to allow the child to go (including exploring bursaries, charitable donations, etc). However, if we do not receive sufficient voluntary contributions, we may cancel a visit. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

#### **4 Music tuition**

4.1.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There will be a charge for individual or small-group music tuition, since this is an additional voluntary, curriculum activity, and not part of the National Curriculum. These individual or small group lessons are taught by peripatetic music teachers.

#### **5 Swimming**

5.1 The school organises swimming lessons for all children in one Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place.

#### **6 Sports Coaching**

6.1 The school offers additional sports coaching after school (football, judo, multi-skills, etc). Qualified sports coaches, who are not members of the school staff, run and organise these sessions. They make a small charge for these sessions.

#### **7 Extra-Curricular Activities**

7.1 These are provided free of charge and take place due to the goodwill of the teachers concerned.

#### **8 Breakages, Losses and Damage**

8.1 Charges will be made for these if they are the result of the child's carelessness or bad behaviour.

#### **9.0 Nursery additional Charged Hours/Non-Charged Hours**

9.1 Parents of 3 and 4-year-old children are entitled to 15 hours of provision in the nursery class free of charge.

9.2 From September 2017 some parents may be entitled to 30 hours free Nursery Education. The additional 15 hours will be available to families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year<sup>1</sup>. Working will include employed and self-employed persons. Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW. This includes those parents on zero contract hours who meet the criteria. Please see online at HMRC for additional information regarding eligibility. The 30 hours free entitlement is subject to 3 monthly checks in September, January and April.

9.3 **Grace period** the government believes it is right to ensure that there will be a short grace period for families whose circumstances change. This will give parents the opportunity to regain employment and will also give providers certainty that if they offer a place under the new entitlement they will not have to fill that place immediately if a parent's circumstances

change. NB. We wait for detail about the 'Grace Period' and will update this policy when we have further information.

- 9.4** Parents/carers MUST provide evidence of entitlement when requested to do so. Failure to comply with this request or the withdrawal of eligibility will result in the withdrawal of a child's free place or an invoice for the additional hours. You will then need to discuss with school the options available to you should you still require a place in our nursery
- 9.5** Parents who would like a full-time place for their child but are not eligible for 30 hours free, pay a top-up for the additional 15 hours - 30 hours total per week (15 hours free + 15 hours with top up fee 9.00am-3.10pm) The charge is set to cover costs and is reviewed annually by the governing body in line with the local authority guidelines and other providers. Parents must pay top ups on the first day of each term. Payment is due on the first day of each half term. Cheques should be made payable to Well Green Primary School. It is possible, in some circumstances, to use 'childcare vouchers' from company schemes, please discuss this with the Head Teacher. Payment must be made in advance.
- 9.6** There is no remission of charges if the child misses sessions through illness, holiday or other absences, including relocation or leaving Nursery early for any other reason during term time. If a child has is diagnosed with a serious illness and their attendance becomes difficult the head teacher will deal with this on an individual basis. Children are expected to attend regularly; poor attendees may have their place withdrawn.
- 9.7** If the additional hours are no longer required a half terms notice MUST be given. If parents fall into arrears of payments the Headteacher in consultation with the Chair of Governors may withdraw their access to the additional hours.
- 9.8** In exceptional circumstances the nursery may need to close e.g. critical incident, severe weather, swine flu outbreak, in which case every effort will be made to contact you. There will be no refund in these circumstances.
- 9.9** Charges will still apply for Bank Holidays and Staff Training days.
- 9.10** **Well Green Primary School reserves the right to reduce to part time hours or terminate the nursery contract without notice for the non-payment of nursery fees.**
- 9.11** If you owe us any money we reserve the right to contact the Local Authority to request they intervene on our behalf to recover the debt. Any outstanding payments may also be pursued through the small claims court.
- 9.12** Additional payments are requested for snacks given to the nursery children. Full time parents currently pay £3.50 per week, part time parents currently pay £2.00 per week. This is subject to change and is reviewed annually.
- 9.13** Other voluntary payments may be requested for guests invited into the nursery or special activities to enhance the children's education or to take the children on a visit. These will be requested on a need's basis.
- 9.14** If your child experiences significant difficulty settling into the nursery the Headteacher reserves the right to reduce your child's time in the nursery. In these circumstances if your

child is full time they may need to reduce their time to the 15 hours free entitlement. If, however you wish your child to resume full time nursery after a reduced time settling period, full payment during the reduced period would be required in order to reserve the 'full time' (9.00am – 3.10pm) place. If, however you decide to reduce your child's full-time place to the 15 hours free entitlement this would require one half terms notice and fees should still be paid for that half term. In addition, if your child has poor attendance we reserve the right to withdraw the place.

## **10 School Milk.**

**10.1** This will be made available free of charge to all Reception, Year 1 and Year 2 children, and those in receipt of Free School Meals in Key Stage 2. A charge will be made for all other KS2 pupils who wish to have subsidised school milk. Milk will be charged (subject to change) at 28p per carton per day, this will include a small charge for administration. No refunds are made for pupil absence. However, a credit will apply to each child who does not receive milk because of a school visit.

## **11 School Meals**

**11.1** At Well Green we operate a flexible system. Children may have 5 meals a week or meals on Mon, Tues and Wed or Thurs/Friday.

All meals must be paid for in advance using 'ParentPay' or cash in the school office. Parents must give 2 weeks' notice to change a child's meal plan from school meal to packed lunch.

**11.2** When have special days such as 'Come Dine with me' or Christmas lunch, when parents may opt in for the meal on the day. Adults are charged the current adult price of a meal for 'Come Dine with me'.

**11.3** If parents fail to pay in the first instance a reminder email will be sent, payment is expected within 48 hours. If still no payment is received a letter is sent home to advise of the balance outstanding, followed by a phone call to request payment. If after this time payment is still not made the parent will receive a final letter informing them that a school meal will no longer be available for their child, and alternative lunch must be provided.

## **12 References for transfer to Private schools**

**12.1** School has no legal obligation to provide references to private schools, however we will complete transfer/reference forms for pupils applying to the private sector. The charge is £20 per reference.

## **13 Verification of Passports and Visas**

**13.1** Requests for school to verify passports and visas may not always be possible. If a Passport/ Visa needs to be verified, there will be a £20 charge per item. Not every request may be fulfilled.

**14 Monitoring and review**

- 14.1** This policy is monitored by the governing body, and will be reviewed annually, or earlier if necessary.
- 14.2** We may change these terms and conditions where such a change arises from changes in regulations or legislation affecting us.