

Belle Vue Primary & Nursery School

Charging and Remissions Policy



Established: November 2018

Reviewed: May 2022

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. Individual or group music tuition is provided in school time, however, the agreement is between parents and Dudley Performing Arts (DPA). DPA will invoice parents directly. As a result, this falls outside of the Charging and Remission Policy.

Remissions Policy

We understand that at times families will find it hard to contribute financially to school activities outlined in this policy. Rather than have a blanket approach we ask that parents/carers contact us to discuss their individual circumstances in confidence. We will find the most appropriate way to support you and your child.

Pupils who meet the criteria for EVER6, will be considered on an individual basis for assistance with residential visits.

Please indicate confidentially if you can't contribute financially to Mr Marshall or Mrs Bell. Further information can be obtained from Dudley Council's website at <http://www.dudley.gov.uk/resident/your-council/benefits/free-school-meals/>

Voluntary Contributions (see remission policy)

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. Please note:

- If we do not receive sufficient voluntary contributions, we may have to cancel a trip.
- If a trip goes ahead, it may include children whose parents have not paid a contribution.
- 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.
- No profit can be made from organised trips; therefore, we are only able to request a contribution equivalent to the fee per pupil.
- Sometimes the school may pay additional costs from its own funds/fundraising activities in order to support the visit.

Parents have a right to know how each trip is funded. The school provides this information on request. Please see Freedom of Information guidance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses e.g. swimming lessons
- outdoor adventure activities
- visits to the theatre
- school trips

Swimming (see remission policy)

The school organises swimming lessons for children in Year 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity; however, we do request a voluntary contribution each term towards the cost of coach travel. We inform parents when these

lessons are to take place before the beginning of each term and request the contribution to be paid in advance.

Residential visits ~ optional extra (see remission policy)

When the school organises a residential visit in which pupils have the opportunity to participate if they so wish, and where the aim is to provide education over and above that directly related to the National Curriculum, we do have to request a contribution for expenses incurred (to cover the costs of board and lodgings, travel, insurance, cover supervision costs, instructions etc). Parents who have genuine difficulties meeting the costs (see remissions policy) are asked to discuss the situation with the Party Leader and/or the Head teacher. At the discretion of Governors some financial assistance may be offered subject to the circumstances of each particular case.

Bank Charges

If a cheque is returned to the school due to insufficient funds, the school will pass on any charges incurred from the bank to the parent/carer who authorised the cheque*

Lost Books/resources

If a book is lost by a pupil, or an item damaged, it may be necessary to request reimbursement from parents to cover the cost of replacements.

Extended Services

Breakfast Club (BC) and After-school Club (ASC)

Breakfast and After school club care is provided on site to assist parents with childcare arrangements. The provision is as follows:

Breakfast Club start time 7:45am; charge £3.75 per child per session

After school club all children must be collected by 5.45pm; charge £8.00 per child per session

After-school Club reserve the right to charge a late collection fee of £10 for every 15 minutes after the end of the session at 17:45. If you are late collecting your child on a regular basis, the place at ASC for your child may be retracted.

Places must be booked at least 48 hours in advance. The school office is able to book places at short notice in exceptionally circumstances.

After-school Activity Clubs (ASAC)

After-school Activity Clubs are provided on a rotational basis each half term and it is not a requirement for pupils to attend. A small charge usually applies (charge dependent on club, length of session and provider), which is used to pay for staff and resources. Full payment is required for all sessions organised and is requested in advance to enable pupils to be included in a draw (dependent on numbers); which determines who is successful in gaining a place. (Refunds will be given for any child who is unsuccessful in obtaining a place).

ASAC reserve the right to charge a late collection fee as detailed on the full ASAC policy, but briefly a 10- minute waiting period will be applied to after school activity clubs, after which time children will be transferred to ASC and a £8 fee will be applied. If you are late collecting your child on a regular basis, the place at any ASAC your child attends may be retracted.

Belle Vue Nursery (NUR)

Please refer to Belle Vue Nursery Policy and Terms and conditions document on website for full details.

Late Collection Fee at end of school day

Children who are not collected by 3.45pm will be taken to ASC and the standard £8.00 per child will be charged.

Refunds for extended services

If the school have to cancel the activity for any reason (e.g. strike); a full refund will be given for the missed session or the amount carried forward (see club managers). Refunds are not given if a pupil is absent due to illness/holidays or for any other personal circumstance or if the booking is cancelled by the parent/carer at short notice.

Help and Support

Parents who have genuine difficulties meeting the costs are asked to discuss the situation with the Head teacher who is delegated by the Governors to consider/agree to financial assistance being offered subject to the circumstances of each particular case.

Receipts

All services delivered are booked, paid for and receipted using the online SchoolMoney App. Any additional receipts are provided if the request is made in writing to the school office; detailing all information required. An admin charge of £10 may be applied for this service. A response time of within 40 calendar days upon receipt of the written request will apply.

*Note: Governors will be the sole arbiters in cases of dispute.

Child Care Vouchers / Government National Voucher Scheme

The School accepts payment by existing Childcare Vouchers (CVs) and/or GNVS for Breakfast and After School Clubs. CVs cannot be used as payment or part-payment for anything else.

Hire of Premises – One-off sessions only

See lettings policy

Signed _____ Chair of Governors

Signed _____ Headteacher