



**St. Basil's**

Catholic Primary School

We love, learn and succeed together

# Charging and Remissions Policy

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### Introduction

This charging and remissions policy complies with statutory requirements and is reviewed on an annual basis.

### Charging Policy

#### Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition for pupils learning individually or in groups , unless the tuition is provided at the request of the pupil's parent / carer.
- entry for a prescribed public examination including re-sits if the pupil has been prepared for it at the school

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- examination re-sit(s) if the pupil is being prepared for the re-sit at the school

### **Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable, or the school cannot fund it from some other source, then the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to make any contribution.

The school may ask for voluntary contributions for the following activities:-

School trips, residential visits, sporting activities not paid for via the Sports Premium, providers who bring specialist equipment/experiences.

### **Chargeable Activities**

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see Appendix B);
- certain early years provision (see the Education (Charges for Early Years Provision) Regulations 2012);
- community facilities. (see S27 Education Act 2002)

### **Optional Extras**

Charges may be made for some activities which are detailed below:

- education provided outside of school time that is not:
  - part of the national curriculum;
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - part of religious education.

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- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit (subject to remission arrangements)
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body).

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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 exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

### **The school will charge for the following activities:-**

Breakfast Club, After-School Club, St Basil's Preschool, Basil Tots and some clubs in particular sports activities.

Payments for chargeable sessions need to be made in advance of session, in accordance with the contract signed before commencing sessions. (Appendix A)

Chargeable sessions may be withdrawn or the place withdrawn if fees are not paid by the agreed time.

### **Remissions Policy**

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There will be no charge for board and lodgings for pupils whose parents are receiving specified benefits. This is subject to change but usually equates to pupils being eligible for free school meals (due to the receipt of specified benefits and not through the introduction of universal infant FSM). Current eligible benefits can be found on the DfE website.

Charges for other 'chargeable activities' may also be fully or partly remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted.

Details of any remission arrangements will be made clear to eligible parents/carers.

### **Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Charges will not therefore be made for whole class music teaching tuition through Accent Music Hub during the school day.

Appendix A:



## Parent/Carer Preschool Contract

2024-2025

Child's Name: \_\_\_\_\_ Parent/Carer Name \_\_\_\_\_

- I consent for my child to attend St Basil's Preschool. I understand that preschool has policies and procedures (which are available for reference at the main office), and that there are expectations and obligations relating both to preschool and to myself and my child, and I agree to abide by them.
- I understand that St Basil's Preschool is a educational setting including play and that whilst my child is there St Basil's Preschool is legally responsible for him/her.
- My child will be provided with breakfast bagel and a fruit snack in the mornings unless otherwise requested.
- All payments will be made via 'School Gateway' and will be made in advance by the 1<sup>st</sup> of each month.
- I understand that if I don't pay in advance *the paid sessions may be withdrawn*.
- My bookings will consist of the same weekly sessions every month.

Charges are as follows:

Sessions	Prices
Breakfast Club (7.45am-8.45am)	£4.75
Morning session 8.45am-11.45am	
Lunch club with packed lunch	£2.00
Lunch club wth hot meal provided by school	£4.40
Afternoon session 12.15pm-3.20pm	
After school club 3.20pm - 4.00pm (Pre School only – child must be toilet trained)	£5.00
Additional 3 hour session (if not eligible for 30 hour funding)	£9.00

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- I will pay on a monthly basis and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays).
- I understand that school will take steps to recover any outstanding arrears, *including withdrawing paid sessions or even the preschool place.*
- I will give 4 weeks written notice (send email to sec.stbasils@haltonlearning.net) if I no longer wish to use the Preschool and want to cancel my child's place.
- I will give a week's notice if I wish to request any changes to allocated sessions. I understand that the Preschool may not be able to accommodate my requests.
- It is my responsibility to keep the School Office informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc.).
- I will provide a daily change of clothes and toileting equipment (nappies and wipes etc) where necessary.
- I will provide a warm, waterproof coat and wellies to leave in school to enable daily outdoor play.
- Whilst St Basil's Preschool tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.
- Preschool sees communication with parents as very important so if there are any accidents or incidents at St Basil's Preschool involving my child, I will be informed.
- If my child has an accident at Preschool, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from St Basil's Preschool will sign any consent forms necessary for treatment on my behalf.
- Information held by St Basil's Preschool regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that Preschool has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that that any inappropriate behaviour in school or within the Preschool may result in my child being unable to attend Preschool.

*I have read and **understood** the above terms and conditions and I agree to abide by them.*

**Signed** \_\_\_\_\_

**Print name** \_\_\_\_\_

**Date** \_\_\_\_\_

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## Parent/Carer Link Club Contract

Child's Name: \_\_\_\_\_ Parent/Carer Name \_\_\_\_\_

- I consent for my child to attend St Basil's Link Club. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that St Basil's Link Club is a play setting and that whilst my child is there St Basil's Link Club is legally responsible for him/her.
- My child will be provided with breakfast consisting of a variety of cereals and toast whilst at the club unless otherwise requested.
- All payments will be made via 'School Gateway' and will be made by the 1<sup>st</sup> of each month.
- My bookings will consist of the same weekly sessions every month.
- I will give written notice by the 15<sup>th</sup> of each month to cancel any of my booked sessions for the following calendar month. I understand that this will be reallocated by the Link Club.

Charges are as follows:

Breakfast Club (7.45-8.45)	£4.75
After School Club (until 4pm) – Pre School children only	£5.00
After School Club Monday to Friday (until 5:30pm – includes snack)	£9.00

- I will pay on a monthly basis and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays).
- It is my responsibility to keep the School Office informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc.).
- Whilst St Basil's Link Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.
- The Link Club sees communication with parents as very important so if there are any accidents or incidents at St Basil's Link Club involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from St Basil's Link Club will sign any consent forms necessary for treatment on my behalf.
- Information held by St Basil's Link Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that that any inappropriate behaviour in school or within the Link Club may result in my child being unable to attend Link Club.
- When paying by Childcare Vouchers I will ensure payment is made in full if the vouchers do not cover the full cost. It is my responsibility to monitor payments and ensure the full amount is paid before the start of each month. Failure to do so may result in my child's place at Link Club being withdrawn.

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- I understand that school will take steps to recover any outstanding arrears.
- I will give written notice (send email to sec.stbasils@haltonlearning.net) by 15<sup>th</sup> of each month if I no longer wish to use the Link Club and want to cancel my child's place.
- I will give notice by 15<sup>th</sup> of each month if I wish to request any changes to allocated sessions. I understand that the Link Club may not be able to accommodate my requests.

*I have read and **understood** the above terms and conditions and I agree to abide by them.*

**Signed** \_\_\_\_\_ **Print name** \_\_\_\_\_

**Date** \_\_\_\_\_

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## Basils Tots Agreement

By signing this agreement I confirm that I have read, understand and agree with each statement below.

- Bails Tots is a group open to the public at the cost of £1 per child.
  - The child/ren I bring with me to Basil Tots are my sole responsibility during our time at Basil Tots, staff are here to supervise the general running of the group.
  - Fire & lockdown procedures - if the fire alarm sounds, please exit the building at the nearest fire exit and make your way to the playground. In the event of a lockdown situation, all shutters will be put down electronically and everyone must stay in the hall.
  - Baby Changing – there is a disabled toilet available where a bed can be used to change your child, be aware not to leave your child unattended as there is no safety rail or belt. You can dispose of the nappies in the nappy bags provided and put it in the bin. If you are short on supplies please let a member of staff know.
  - Hot drinks must have a lid on them at all times and be kept of the reach of children.
  - All equipment must remain in the hall, please let us know if you notice something is broken so that we can repair or replace it and avoid any injuries.
  - The first hour will be free play time, then we will all tidy up together ready for a small snack, story time and finally we will end with a few songs.
  - Please feel free to make staff aware of any allergies or health concerns if you feel it necessary for snack time.
  - At the end of Basil Tots, please leave the premises via the main gate.
  - I am aware that this is a non-smoking/vaping site and will adhere to the general school rules/policies whilst attending Basil Tots.
  - I am happy to receive information about Basil Tots/St Basils school life/Preschool/EYFS.
  - I am happy for my details to be stored securely in line with GDPR and for contact purposes.
  - Details of the schools safeguarding officers can be found at the front office.
- Please indicate which method of communication you are happy to receive –
- o Email
  - o Telephone
  - o Text

Childs Name \_\_\_\_\_

Adults Name \_\_\_\_\_

Email Address \_\_\_\_\_

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Contact Phone number \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_