

# Tollgate School Charging and Remission Policy

Approved	
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## **1 INTRODUCTION**

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, and trips can make towards a pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **2 CHARGES**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

### **2.1 School Journeys in School Hours**

The board and lodging element of residential activities deemed to take place within school hours except for those pupils whose parents can prove they are in receipt of the following benefits:

- Income Support
- Income based Job Seeker's Allowance
- Income related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit but not the Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work less hours per week
- Universal Credit

### **2.2 Activities outside School Hours**

The full cost to each pupil of activities deemed to be optional extras taking place outside school hours such as theatre trips and school discos

### **2.3 Materials & Equipment**

The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take, place outside school hours and which are purely voluntary and optional. (It remains the parent's responsibility to supply school uniform including P.E.Kit). The Governing Body may charge for materials or require them to be provided if parents have indicated in advance that they wish to own any finished product produced in school e.g. Design Technology Products.

## 2.4 General

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

**Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.**

### 3 REMISSIONS

The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher or Deputy Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chairman or Vice-Chairman of Governors.

As of September 2012, new regulations came into force where Nurseries could charge for additional sessions over and above the 15 funded hours. At Tollgate Primary, we are offering parents the opportunity to choose how and when they take their funded hours and the opportunity to pay for additional sessions. Picnic Club is offered every day for any children who stay for lunch.

### 4 NURSERY PLACES

- All three and four year olds are entitled to fifteen hours of funding. This can be taken as five 3 hour sessions (one a day) or as two and a half days.
- Sessions must be requested before the end of the term, so places can be confirmed for the following term.
- We offer parents the opportunity to pay for additional sessions at a cost of £10 per session.
- Additional Sessions can only be booked whilst there is space in our Nursery and cannot be prioritised over a child wishing to access their funded hours.
- To access the additional sessions, children must attend our school Nursery for their funded hours.
- If more children want spaces than are available then their name will be placed on a waiting list.

## **5 PICNIC CLUB**

- Picnic Club runs from 11.45 am – 12.30 pm
- It is open to all Nursery children.
- It is run by a Level 3 qualified TA.
- If there are more than 8 pupils attending, another member of staff will also be employed.
- Picnic club needs to be booked a week in advance; however last minute bookings will be accepted in exceptional circumstances.
- Children can bring a packed lunch from home or have a hot dinner provided by the school kitchen at a cost of £2.30 (cost at November 2016).

### **Payments**

- Payments for additional sessions and Picnic Club must be received in advance. These can be made termly, monthly or weekly.
- Childcare vouchers can be used to pay for both additional sessions and Picnic Club.
- Non-payment of fees will result in the child being unable to attend additional sessions or Picnic Club
- In the event of a child's absence or holiday during term time then there will be no refunds on paid sessions.
- Parents are required to agree to the terms of payment and the confirmed sessions
- New agreements will be issued each term.

## **6 POLICY REVIEW CYCLE**

This policy will be reviewed on an annual basis.