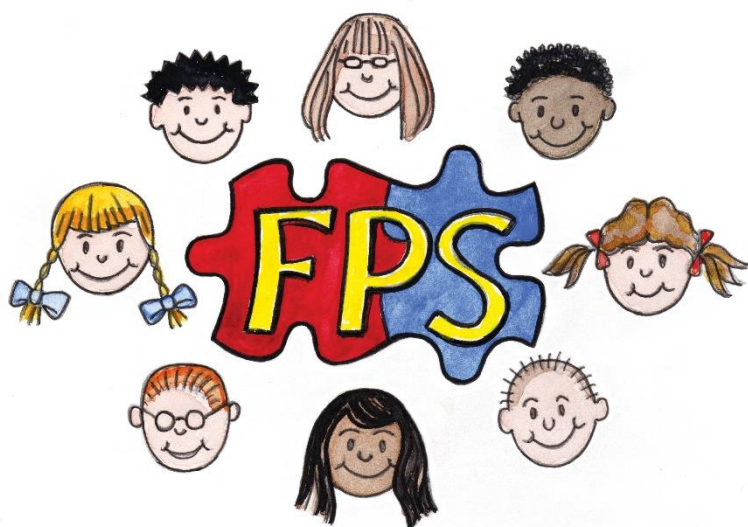


# Fairhaven Primary School



Achieving together,  
Believing together,  
Caring together.

## Charging and Remission Policy

|                            |                                        |
|----------------------------|----------------------------------------|
| <b>Approved by:</b>        | <b>Full Governing Body Committee</b>   |
| <b>Date created:</b>       | <b>October 2010</b>                    |
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| <b>Next review date:</b>   | <b>Annually or earlier if required</b> |

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## 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 Independent Music Solutions (IMS). IMS will invoice parents directly. As a result, this falls outside of the Charging and Remission Policy.

## Remissions Policy

Pupils whose parents/carers are in receipt of the following benefits will be exempt from making voluntary contributions requested:

- Income Support;
- Income-based Jobseekers Allowance;
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- the guaranteed element of State Pension Credit;
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190 at time of print);
- Working Tax Credit Run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.

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

Please indicate confidentially if you are in receipt of one of the benefits listed above to Mr Garner or Mrs Westwood. 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. NB: 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 Years 3 and 4. 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).

*By confirming your child would like to participate you will enter a binding contract with us whereby you agree to pay the full balance, even if your child does not go on the residential. This is because payments we make are non-refundable and, once a place is booked, we are required to pay the full balance.*

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)

A Breakfast Club is provided for children.

|                   |                             |
|-------------------|-----------------------------|
| Start time 7:45am | £4.30 per child per session |
| Start time 8:00am | £3.30 per child per session |

Funds are used to pay for staff and invest in resources. School is invoiced by Dolce Catering Services for resources and supplies provided. There is an additional policy for attending, cancelling and paying for the club which can be found on our website at [www.fairhaven.dudley.sch.uk](http://www.fairhaven.dudley.sch.uk)

### Fairhaven After-school Buddies (FAB)

After school club care is provided on site to assist parents with childcare arrangements. There is a set fee of £7.50 per child fee for each session booked running from 15:20 until 17:45. Funds are used to pay for staff, purchase resources and supplies for catering requirements. There is an additional policy for attending, cancelling and paying for the club which can be found on our website [www.fairhaven.dudley.sch.uk](http://www.fairhaven.dudley.sch.uk)

Afternoon Tea can be ordered at a charge of £2 per child in addition to the £7.50 per session per child fee.

FAB reserve the right to charge a late collection fee of £7.50 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 FAB for your child may be retracted.

Whilst places still need to be booked at least one week in advance, any parent booking a place with less notice, i.e. same day, will be charged £15.00 for the session rather than the standard charge of £7.50. This charge is to reflect the level of administration required at short notice. Where a session charge of £15.00 is

imposed, this charge must be paid before further bookings will be accepted. We reserve the right, as per policy, to cancel further bookings should payment not be made.

## **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).

The Governors can agree exceptions to this charge if it is determined that the club should be subsidised by the school for any reason OR if a charge should be more than this amount to enhance the range of activities provided. There may be an additional payment request for resources if you wish to keep items made.

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 FAB and a £7.50 late collection 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.

## **Fairhaven Nursery (NUR)**

Please refer to Fairhaven Nursery Policy and Terms and conditions document on website for full details. It should be noted that a weeks cancellation notice is required for any booking made.

## **Late Collection Fee at end of school day**

Please see policy 'Late Collection Fee'.

## **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 receipted using the online booking form receipt provided to parents. Parents are encouraged to pay by BACS transfer (details on request to [trips@fairhaven.dudley.sch.uk](mailto:trips@fairhaven.dudley.sch.uk)). 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.

BACS transfer receipts will be issued, only if you have emailed [trips@fairhaven.dudley.sch.uk](mailto:trips@fairhaven.dudley.sch.uk) to confirm the details of payments that have been sent.

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

## Child Care Vouchers / Government National Voucher Scheme

The School accepts payment by Childcare Vouchers (CVs) and/or GNVs for Breakfast Club, FAB, Nursery and After School Activity Clubs only from parent. CVs cannot be used as payment or part-payment for anything else. For parents wishing to pay by CVs, a processing fee of £15.65 may be levied for each half term CVs are used to cover the administration time required to reconcile payments. An email indicating payment details should be forwarded to [trips@fairhaven.dudley.sch.uk](mailto:trips@fairhaven.dudley.sch.uk)

## Hire of Premises – One-off sessions only

Governors have agreed that long term lettings would not be considered. One off lettings of the hall would be considered by application to the school. The charges are detailed in the Letting Policy – see website.

Signed \_\_\_\_\_ Chair of Governors

Signed \_\_\_\_\_ Headteacher

Date: Updated May 2023, Adopted 17/05/2023

See website <https://www.fairhaven.dudley.sch.uk/> for all other information in addition to this policy including school meals etc.