

Hamstead Primary School

Charging and Remissions Policy



Adopted on: January 2024

Re-adopted: March 2026

Review date: July 2027

All education during school hours is free in accordance with section 106(4) of the 1988 Education Reform Act. The Governing Board of Hamstead Primary School recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experience can make towards a pupils' personal and social education. We aim to promote such activities both as part of a broad and balanced curriculum for the pupils of the school and also as optional activities.

As a result, we do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

NURSERY CHARGES

Funding sessions are available in 15 hour and 30 hour per week. These are set in 3-hour blocks covering the morning and afternoon sessions or six-hour continuous blocks (including lunchtime provision). Any full-time children wishing to stay until the end of the school day (3.15pm) will be charged at a rate of £4 a day for this additional provision beyond the 30 hours. Parents have to make this payment in full before the start of each half-term. There will also be a £4 payment for any children being collected late after the 2.30pm earlier collection.

BOOKS/MATERIALS

There will be no charge for general books or materials except when a child willfully damages school property or property is lost. The charge incurred will be to replace like-for-like the lost or damaged items. There may be a cost for ingredients or equipment e.g cookery, sewing or craft where children take home the completed product and where parents have been made aware and agreed in advance to do so.

AFTER-SCHOOL CLUBS

There will be a charge for after-school clubs e.g. sports clubs delivered by the external agencies. The amount will be determined by the charges levied centrally for the service. Children eligible for pupil premium funding may be charged at a discounted rate. All payments will need to be made prior to the child commencing the club.

MUSIC TUITION

There will be a charge for individual or group instrumental tuition delivered by the peripatetic teachers of the School's Music Service (SIPS). The amount will be determined annually by the Governors response to the charges levied centrally for the service. Children eligible for pupil premium funding will not be charged for music lessons taken.

VOLUNTARY CONTRIBUTIONS

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. 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.

If a parent wished 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. If a parent wished their child to take part in a residential trip and is unable to meet the full cost a payment schedule would be agreed between the Headteacher and parents. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

RESIDENTIAL VISITS

Residential visits will be charged at the rate outlined by Sandwell LA. Parents are expected to cover the costs of the visits and payment is to be made in full prior to the visit taking place (unless a prior agreement of a payment plan has been made with the headteacher). Failure to pay for the visit may result in the withdrawal of the place on the visit.

Where pupils are identified as eligible for Pupil Premium, payment to remit in half the cost of board and lodging for any residential activity that is organised, if the activity is deemed to take place within the school hours e.g. Plas Gwynant, Frank Chapman.

PHOTOCOPYING

Personal photocopying will be at the discretion of the Headteacher. Charge to be advised upon request.

SCHOOL MEALS

School meals charges are set by our external providers (DOLCE). These will be reviewed by governors on a regular basis to ensure value for money. School meals charges are to be paid in advance via the online system.

Parents will be informed of any increases in the cost of school meals. Guidance on meal prices is obtained from our catering provider.

Failure to pay for the meals will result in a warning that the child/ren CAN NOT take any more school meals until the arrears have been cleared.

STATUTORY REMISSION

Statutory remission is given to those parents who are in receipt of either:

- Income support
- Income Job Seekers Allowance
- Support under Part IV of the Immigration and Asylum Act 1999

PRIVATE LETTINGS

Charges are made for private lettings in accordance with the scale of charges set out for directed community use of premises by the Local Authority and include VAT as appropriate. The Headteacher may use discretion regarding payments.

The Governing Board reserves the right to, from time to time, amend the categories of activity for which a charge may be made, and extend the categories of activity for which a remission may be made.

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.