

Farncombe CofE Infant School



Charging Policy

'Let All You Do Be Done in Love'

This policy was last reviewed: Autumn 2022

This policy will be reviewed next: Autumn 2023

Review frequency: Annually

Approved by: Governing Body

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the school curriculum with the exception of optional clubs, special events and the damage or replacement of lost books, where a voluntary contribution is requested.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Publication of information

This policy will be available on the school website, specifying what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

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 will include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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. 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.

Specific Charges:

1. Visits and Trips

As part of our inspiring curriculum, a 'hook' or special event is provided each half term. At least half of these are funded by The Friends Association, with the other half being part-funded from the school budget. In practice this means that once a term, parents are requested to make voluntary contributions towards the cost of events such as professional dance or drama workshops, theatre shows and trips.

2. Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. If however the school introduced individual tuition in the playing of a musical instrument, then a charge would be levied.

3. Lunchtime and After School Clubs

Several optional clubs are available for pupils at lunchtime or after school. There is a fee applicable for all of these. All have their own charging methods and the parents either apply directly to the external provider (e.g. SCL, Church Club, DPA) or to the school for those run by staff members (e.g. Lego Club, Xylophone Club).

4. Earlybirds and Owls

Terms and conditions for Earlybirds and Owls have been issued to ensure that parents understand the responsibility of payment. These can be found in Appendix 1.

5. Damage/Loss of property

In cases of careless, wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

This applies to:

- lost library books, with a charge of £2.50 being requested.
- lost reading books (e.g. Little Wandle books), with a charge of £5.00 being requested.

These can be paid via ParentMail.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. Lettings rates and terms and conditions are in accordance with the local authority guidance. The scale of charges is determined annually by the Finance Committee and is available by contacting the School Business Manager.

Other charges

The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying

Appendix – Childcare Clubs

Earlybirds

Earlybirds is a drop-in childcare provision from 8am each morning – Monday to Friday – until 8.45am when the children are walked through to their classes. Children are expected to have eaten breakfast before they come to school.

The charge is £4.00 per session. Payment can be made online through ParentMail or cash can be placed in the Earlybirds folder ensuring you write the amount on the signing-in sheet in the column provided.

Earlybirds is run by teaching assistants from the school. The school gates are unlocked at 8am and children enter the hall via the playground.

Terms and Conditions

Earlybirds begins at 8am each morning. It is staffed by teaching assistants from school. No child should be left unattended before 8am. A member of staff must be in the hall or other designated area before you leave your child.

The register must be signed by the person leaving the child to ensure we are aware that the child is on the premises. Should there be a fire alarm or other emergency school must know who is on the premises.

The cost per day is £4.00. No arrears are allowed. Payment is expected on Monday mornings for the week if your child attends every day. It is the responsibility of the parent/carer to ensure their payments are up to date. The school does not expect to send out reminders on a Friday for any debt due.

Should an unacceptable level of debt arise for any reason the school will withdraw the childcare provision from your child and the debt will be pursued.

If your child holds an EHCP we request you contact the office as an additional charge may be levied per session for anyone to one support required.

Please ensure that your contact details are kept up to date with the office.

Owls

Owls is a club providing childcare from 3pm until 4.30pm Mondays – Thursdays. The charge is £6.00 per session. Payment should preferably be made online through ParentMail. Cash should be taken to the office and handed to a member of the office staff during school hours.

Owls is run by teaching assistants from the school. The children collect in the cookery area for a hot snack and then move to the canteen for activities. Parents collecting children from Owls must sign them out from the canteen. When signing out your child we ask that you are not using a mobile phone.

Registration forms for Owls are available from the forms table by the school office or on the school website. A maximum of 12 children may attend Owls in any given day.

Prior to booking a place – please read the terms and conditions that apply to Owls.

Terms and Conditions

A booking form must be completed prior to any discussion of place availability and to ensure up to date contact information is available for the Owls staff.

To book a regular place a deposit of £12 is required. This will be held until your child leaves the school or you give notice that you no longer require your place at Owls.

All payments are to be made in advance. No arrears are allowed. Any account in arrears will risk losing their allocated place and the place offered to another child.

A months' notice is required should you no longer require your place at Owls or should you wish to reduce the number of sessions your child attends. Fees will still be charged during this notice period.

There is no cancellation policy. If your child misses a booked session no refund will be given.

Refunds will only be given if the account is more than £36.00 in credit at the end of each term. The basic deposit will be retained for the coming term.

Children leaving school in the summer term will have their account reviewed in the last week of term. Any credit balance will be refunded during that week.

Children using Owls must be signed out at the end of each session. If pick-up is being made by persons other than the nominated person(s) on the booking form a 'change of circumstance' form must be completed at the beginning of the day and handed to the office staff. An email to the office will also be accepted up until 2.30pm on the day.

If your child holds an EHCP we request you contact the office as an additional charge per session will be added for the one-to-one support required.

Please ensure that your contact details are kept up to date with the office.