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Bradleys Both C P School and Brads Before and After School Club Charging and Remission Policy

We recognise the valuable contribution that the wide range of additional activities, including visits, clubs, workshops and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of Bradleys Both C P School and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will endeavour to ensure a varied and stimulating range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The Governing Body of Bradleys Both C P School have agreed this policy in accordance with the DfE Circular 2/89 and also 'Charging for School Activities' DfE October 2014.

Roles & Responsibilities of the Headteacher, Staff & Governors

The Headteacher, Staff & Governors will ensure that the following applies:

1. No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrument and vocal music tuition which is part of the National Curriculum or in which the whole class engages with, i.e.: Wider Opportunities.
- Instrument and vocal tuition for children in care.
- Entry for a prescribed public examination, including re-sits provided that a pupil has been prepared for it at school.

2. Voluntary Contributions:

Bradleys Both C P School may ask for voluntary contributions on occasions when the school wishes to enhance national curriculum delivery by inviting outside organisations into school or by making educational or sporting visits.

- No children will be excluded from such activities because parents are unable/unwilling to contribute towards the cost.
- If a parent wishes their child to take part in a school activity, but is unable/unwilling to make a voluntary contribution, we do allow the child to participate fully in the activity.
- When organising such events or activities, then the school invites parents to contribute towards the cost of the activity.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.
- Families eligible for Free School Meals should not be expected to pay for school visits.

3. Residential Visits:

- If the school organises a residential visit in school time or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel during the visit. However we do make a charge to cover the costs of board and lodging and travel to and from the centre. Parents who receive state benefits are exempt from payment.
- Residential visits will be planned into the 2 year curriculum plan. At the beginning of each school year parents will be notified of the proposed visits and activities. If parents wish to pay in advance or pay in instalments, a payment option is established on the schools ParentPay system.

4. Swimming:

- The school organises swimming lessons for our children, for which a charge will be made. These lessons take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. Parents in receipt of state benefits are exempt from payment.

5. Clubs & After School Activities:

- Bradleys Both C P School offers additional teaching/coaching after school. For these activities there may be a charge, which should be paid for in advance.
- If a club is run by a member of staff there may be a small charge to cover costs.

6. Brads Before and After School Club

- **Fees**

Breakfast Club (7.30am-8.55am) £4.50 per child per session including a breakfast snack and drink

After School Club (3.30pm-6.00pm) £8.50 per child per session including a light snack and drink

The fee is per session per day, we are unable to offer a discount if you drop off or collect your child within the above times, for example if you collect your child at 5.00pm the cost for that session will still be £8.50.

Fees are payable in advance when booking any session on 'School Comms'.

We can accept childcare vouchers. Please contact Sarah Kirwin for more information. The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick (regardless of the amount of notice given).

- **Late Fees**

The club finishes at 6.00pm. If you are delayed for any reason please telephone the Club to let the Play leader know on 01535 633116. A late payment fee of £5.00 per child per 15 minutes after 6.00pm will be charged. These fees are to cover the additional staffing costs. We appreciate that occasionally emergencies occur, but please understand we will still have to pay two members of staff to stay until your child is collected.

If your child remains uncollected after 6.30pm and you have not informed us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will contact the Social Care team.

- **Changes to days and cancelling your pre-booked places**

You must give us 30 days' notice of termination or of changes in attendance. If you need to change the days that your child attends, please contact the School Office or Brads Manager. You will be charged for any sessions that are cancelled with less than 30 days' notice. We will try to accommodate changes if possible.

- **Last Minute changes/bookings**

Please note refunds are not given. We will be unable to change or refund any last minute sessions that have been previously booked due to staffing coverage and numbers attending Brads. Please remember that we need to know if your child will not be attending the Club for any reason (sickness, holidays). If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

7. Music Tuition

- All Children study music as part of the National Curriculum. We do not charge for this.
- We provide as part of our progressive music curriculum instrumental tuition through the Wider Opportunities Scheme. We do not charge for this.

- There is a charge for instrumental tuition if it is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The local authority or individual music teacher will make a charge for these lessons.

8. Families qualifying for remission or help with charges:

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

- Income Based Jobseekers Allowance
- Support under Part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue & Customs) does not exceed the sum given in the Revenue & Customs rules.
- Guaranteed State Pension.

Parents & Carers in receipt of:

- Income Support

9. Arrangements for Monitoring & Evaluation

The Resources Committee of the Governing Body will monitor the impact of this policy by receiving a yearly financial report on these activities that resulted in charging being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.