



## Houghton Conquest Lower School

### Charging and Remissions Policy (September 2022 – August 2023)

Originated by: Anna Allen  
Ratified by Governors: November 2022

*The policy has been established with the framework of legislation, rules and guidance laid down by the Department for Education (DfE). Any legislation and binding DfE rules within that framework will **always** take precedence over this policy. The most current guidance note from the DfE at the time of drafting this school policy is “Charging for School Activities – May 2018”.*

*Please also refer to the Houghton Conquest Lower School Lettings Policy and HCLS Policy and Procedure for Collection of Unpaid Fees*

#### 1. Introduction

The Governing Body recognises the valuable contribution that a wide range of additional activities, including educational visits, writers and artists in residence and clubs can make toward pupils' personal and social development. The Governing Body aims to promote and provide for such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

#### 2. School Visits

2.1 The legislation regarding educational visits refers to 'school hours'. 'School hours', in turn, refer to the school day which is split into two sessions regardless of start or finish times; a 'half day' means any period of 12 hours ending with noon or midnight (00:01-12:00 or 12:01-23:59) *This definition only applies to the 190 school days as per the published term dates (exc. weekends, school/ bank holidays).*

##### 2.2 Day Visits

No charge will be levied in respect of day visits that take place mainly (over 50%) or wholly during 'school hours' and are an essential part of the curriculum (please also refer to section 8).

##### 2.3 Day Visits (Outside 'School Hours' or optional)

A charge will be levied for all non-residential activities which take place mainly (over 50%) or wholly outside 'school hours', or which are optional and do not constitute an essential part of the curriculum, where the child's participation has been agreed in advance by parents. The charge will include the following costs (where appropriate): travel, entrance fees, insurance, books and equipment, and any staff (teaching or non-teaching) engaged specifically for the activity.

##### 2.4 Residential Visits

If the proportion of 'school hours' on the visit is less than 50% of the total time of the visit, a charge will be levied for the full cost of the visit (to include the costs outlined in 3.2). If the proportion of 'school hours' on the visit is more than 50% of the total time of the visit, a charge will be levied for board and lodging only (please also refer to section 8).

### **3. Optional Services**

#### **3.1 Extra-Curricular Clubs**

Since extra-curricular clubs are not a necessary part of the National Curriculum a charge will be levied for these activities.

These will be committed to in half term blocks (varying number of weeks) and parents are expected to make payment in full, and in advance, for these activities. The cost of these activities will be determined at the time of organisation and communicated in a clear and transparent way to parents.

Where they are provided **by outside providers** at a cost to the school, parents will be asked to cover all costs, making payment in full, and in advance, for these activities.

With all clubs, no refunds will be given if a child decides to stop attending the activity.

#### **3.2 Hot School Meals**

3.2.1 Currently, all children in Foundation Year 1 and Year 2 are entitled to a fully- funded, lunchtime meal [Universal Infant Free School Meals]. No charge will be levied for these.

3.2.2 Parents of children in Pre-school and Year 3 & 4, whose children are eligible for free school meals, must ensure that they apply through Central Bedfordshire/s (CBC) free schools meals help desk. CBC will communicate entitlement directly to the school. If this process is not followed it may result in a parent being charged for the meals they have ordered.

3.2.3 For all other children in Year 3 & 4, hot school meals are optional and, therefore, parents will be expected to make payment in full, and in advance, for this service.

Agreed Hot School Meal Charges;

- September 2022-December 2022 - £2.50
- **January 2023-August 2023 - £2.60**

#### **3.3 Out-of-hours Childcare (Home from Home Breakfast and Afterschool Clubs)**

The provision of out-of-hours childcare is not a requirement and this is an additional service that the school provides to those parents who require it. Therefore, a charge will be levied for this service.

Agreed Out-of-Hours Childcare Charges for 2022 – 2023

- Breakfast Club (8.00– 8.50am) £4.50 per session
- After School Club (3.15 – 5.30pm) £4.50 for the first hour and £4.50 for the second 1.25hrs
- Late Collection Fee £5.00 per 15mins (or part 15mins)

The full session costs apply irrespective of the time that a child arrives (after 8.00am), leaves (before 5.30pm) or if they attend an extra-curricular club during part of a session.

Sessions are booked through the Wisepay portal on the schools website. Cancellations must be made at least 24 hours prior to the start of the session – which will entitle the parent/carer to a credit. Cancellations (with less than 24 hours notice), or missed sessions, will not be eligible for a credit due to staffing/food costs.

#### **4. Music Tuition**

4.1 When offered the school levies a charge in respect of individual music tuition, group music tuition and associated examination entries, if the teaching is not an essential part of the National Curriculum followed by the pupil. *The parent will be responsible for purchasing all other resources (e.g. instrument, sheet music, music stand).*

The charge will be agreed with the company offering this facility and payments will be made directly with them.

#### **5. Art / Design Technology (inc. Cookery)**

5.1 Where the parent has indicated in advance that they wish to retain the items produced by their child as a result of Art or Design Technology (including cookery), a charge may be levied for the cost of the materials used. The school will send home a letter as appropriate.

#### **6. Swimming (Year 4 only)**

7.1 Learning to swim is a National Curriculum requirement before the end of year 6 (KS2). As the school is a lower school and only go up to year 4, swimming lessons may not be offered. . However, when we do offer this provision due to small class sizes it will be offered bi-annually. Learning to swim is a National Curriculum requirement and, therefore, no charge can be levied. However the governors have agreed to request a voluntary contribution (see section 8) to assist the school with the cost of providing these lessons. As noted in section 8, pupils will not be treated differently according to whether or not their parents have made any contribution in response to the invitation. This provision will be reviewed by the Headteacher on an annual basis.

The requested voluntary contribution rate will be decided by the governing body, for academic years in which the school intend to offer this provision.

#### **7. Damage to Property / Loss**

8.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment or resources), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment or resources) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

#### **8. Voluntary Contributions**

8.1 Where the school cannot levy charges, and it is not possible to fund this additional activities / equipment from within the resources ordinarily available to the school, the school may invite parents to make a contribution towards the cost of the activity/equipment. Pupils will not be treated differently according to whether their parents have made a contribution or not, in response to the invitation.

8.2 Where there are insufficient voluntary contributions to make an activity possible, then it will be cancelled.

8.3 In view of the cost of educational visits on the school budget, the Governing Body have agreed that no refunds shall be given from now on except in exceptional circumstances. Refunds given in exceptional circumstances need at least 48 hours prior to the visit taking place and the Headteacher, or the School Business Manager only, may authorise refunds.

8.4 For 2022-2023, the governors will set the viability threshold for voluntary contributions for educational visits/visitors, dependent on the school budget and the funding that they allocate to supplement these. This will be agreed during the Summer Term 2022 and published on the school website.

## **9. Lettings (please also refer to the Lettings Policy)**

9.1 The school encourages links and liaison with the local community and welcomes its premises being used after the school day or at other times by groups which directly or indirectly help create a richer and more diverse environment for pupils and staff.

9.2 Many of the groups which the school would wish to use its facilities generate no income for themselves. Whilst recognising that the school has a statutory duty to ensure that it does not suffer a net loss in letting out facilities, the Governors believe that the school should seek to set any scale charges at a reasonable level that is not unduly onerous for those organisations within the community which operate on a voluntary basis.

9.3 Whilst the school encourages a wide variety of activities to take place on the premises, the Governors reserve the right to refuse a letting if the nature of the event proposed is likely to create tension in the school or local community or is in any other way seen to be divisive.

### **9.4 Agreed Letting Charges**

September 2022-December 2022 - £10.00per hour

**January 2023-August 2023 - £11.00**

## **10. Pre-school**

We provide sessional day care for children from the term after their 2nd birthday. Up to 15 hours of free early years provision is available for 2yr olds where they are in receipt of certain benefits. Applications for 2yr old funding should be made to the local authority. Confirmation of eligibility for free funding will be required before commencement for 2-year-old funded places.

Houghton Conquest Pre-school supports the entitlement to free 15 hours early years provision for 3- and 4-year-olds. Universal free 15 hours provision is available from the term following a child's third birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances.

Up to 30 hours of free early years provision is available for families in receipt of certain benefits. We offer 10x 30hr funded places at any one time. Applications for 30hrs of funding are made by the parent through HMRC. An 11-digit eligibility code must be presented to the school, and validated, to claim the free hours. Paid sessions can also be purchased, detailed in section 10.1.

Regulations prescribe that children become eligible for free early years provision on the dates set out below;

### **Period child born**

1st April to 31st August

1st September to 31st December

1st January to 31st March

### **Date free place eligible from**

1st September following child's 3rd birthday (Autumn school term)

1st January following child's 3rd birthday (Spring school Term)

1st April following child's 3rd birthday (Summer school Term)

The half hour hot dinner lunch club is chargeable and cannot be used as a funded session.

Information about eligibility criteria can be found on the Central Bedfordshire website.

#### 10.1 Agreed Preschool Charges for Paid Sessions

From September 2022- March 2023

- 2yr Olds - £5.55 per hour
- 3yr Olds - £4.50 per hour
- Packed Lunch Session - £3.00
- Hot Dinner Lunch Session £2.50
- 30hours Group Time Charge 30minutes - £2.60
- Late Collection Fee - £10.00
- LATE Payment Fee - £10.00

From April 2023 to August 2023

- **2yr Olds - £6.10 per hour**
- **3yr Olds - £5.00 per hour**
- Packed Lunch Session - £3.00
- Hot Dinner Lunch Session £2.50
- 30hours Group Time Charge 30minutes - £2.60
- Late Collection Fee - £10.00
- LATE Payment Fee - £10.00

#### **11. Remissions Policy**

11.1 If a parent of a child is in receipt of Income Support, Income Based Job Seekers' Allowance, support under Part VI of the Immigration and Asylum Act 1999, the guarantee element of State Pension Credit or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an Annual Income, as assessed by the Inland Revenue, charges in respect of board and lodging will be remitted in full.

11.2 Parents whose family circumstances make it difficult for their children to take part in particular activities for which a charge is made are invited to apply in confidence for the remission of such charges in part or in full. Authorisation of remission will be made by the Headteacher/School Business Manager (see Appendix C).

Refer: DfE Charging for School Activities – May 2018

#### **12. Collection of Unpaid Fees/Debt**

Information regarding our policy and procedure for the collection of unpaid fees can be found on our website; [hcschool.org.uk](http://hcschool.org.uk) under the 'Our School' then 'Policies' tab (School and Pre-school Policy Procedure for the collection of unpaid fees)

## Appendix A

### **Wise Pay Payment Procedure and The Payment of Goods and Services** Including the Out of School Care Booking Procedure, Terms and Conditions

This Payment Procedure applies to all payments made for goods and services from Houghton Conquest Lower School and Houghton Conquest Pre-school.

Wise Pay is an online booking and payment system for school goods and services.

All parents will be allocated a Wise Pay user name and receive an invitation by email to log into Wise Pay. They will be prompted to reset their password. Parents can log into their account and see all historical orders and payments made through Wise Pay.

Card details are not visible or shared with the school at any time. Passwords are not shared with the school.

The school adds products for the parent to choose and add to their basket. Several items can be added to the basket at any one time. When the selection of products is complete one payment can be made for all of the products in one payment.

#### **Out of School Hours Care - Booking**

You will be sent an email to the registered email address at the school and invited to log into Wise Pay and reset your password. Once registered your account is ready to add products that the school have loaded.

The number of spaces available at any one session will be clearly visible. When you select a place you will be prompted to add it to your basket. You may book the Breakfast Club up to 15 minutes before the start of the session and you may book After School Care up to the start time of the session.

You will be required to fill out a Child Registration Form before your child can access the Club. It includes crucial information regarding your child's welfare including allergies and emergency contact details. Please print this document off and bring it with you to the first session.

Before you can complete your transaction you will be required to agree to the terms and conditions of the booking which will be clearly shown online. Please see the detail in Appendix B

Parents who do not have access to a PC or mobile device or to a banking card, an application for a session can be made to the school office. A cash or cheque payment can be made at the school office or alternatively a voucher payment. These places should be booked at least 24hrs in advance in order for the booking to be processed and approved. Access cannot be guaranteed and care cannot be accessed until the approval has been received by the parent. A receipt will be issued for all payments over £5.00.

#### **School Payments**

Where applicable the school will offer the Wise Pay facility for parents to book trips and events. It may also add sundries such as water bottles and library book replacement fees.

#### **Monitoring of School Policy and Practice**

This policy will be reviewed annually by the Headteacher, staff and Governors.

Appendix B

## **Terms and Conditions for booking After School and Breakfast Club Care**

- A child must not be brought to Houghton Conquest School Breakfast Club if unwell.
- A child will not have access to either Club if the parent has not completed a Child Registration Form.
- It is the responsibility of the parent/carer to sign their child in at Breakfast Club by bringing their child to the preschool building. It is the responsibility of the Parent to sign out their child from the After School Club. The Location of other clubs will be provided at the time of booking.
- Any Special Dietary requirements (for example due to allergic reaction or cultural or religious beliefs) must be notified on the Breakfast Club Registration Form
- All accidents, that staff are made aware of, are documented in an accident book. Should the need arise, the parents/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted. The emergency contact details will be those detailed in the Child Registration form.
- Houghton Conquest School will not be liable for loss of property brought onto the premises by parent/carer or child during any out of hours care.
- No partial refund will be given if a child attends too late to receive breakfast or does not require breakfast. Breakfast will be served until 8.30am.
- In the event of school closure, for example due to weather, a full refund will be given.
- No refunds will be given for non-attendance due to sickness or any other absence or for sessions only part attended.
- A child will leave Houghton Conquest School out of school clubs when he/she leaves Houghton Conquest School.
- If your child is to be collected by another adult other than the parent please send the request in writing to the school office or by ringing the main school number.
- Staff will follow the Uncollected Child procedure if a parent fails to collect a child on time. If you know that you are going to be late please call the school immediately to inform staff.
- The parents/carers hereby confirm that they accept the authority of the out of school care Manager and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Houghton Conquest School Breakfast Club community. All clubs will follow the schools Golden Rules.
- Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of Houghton Conquest School Breakfast Club. There would be no refund of fees in these circumstances.
- Any debt will be passed to the Central Bedfordshire Council Debt Recovery Department at the discretion of the headteacher.

Appendix C



## Application for Funding against the School's Charging and Remissions Policy

Child's Name:		Class:
Educational Visit to:		
On (date):	Cost for Visit:	£
I am able to pay a contribution towards the cost of the visit of:		£
<p>Please give details why you feel you should be granted a remission on charges levied for the above Educational Visit. All details will be kept private and confidential.</p>		

Your application will be considered by the Headteacher/School Business Manager and may be taken to the Governing Body for their approval.

School will grant full remission of charges: ☐

School will grant part remission of charges: ☐

Parent contribution required:

£ \_\_\_\_\_

No remission can be granted on the information supplied: ☐

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Headteacher / SBM / Governing Body