



Templemoor Infant and Nursery School

Charging and Remissions Policy

Policy Adopted	7 th October 2014
Committee	Full Governing Body
Last Reviewed	15 th March 2022
Next Review Date	March 2023



Templemoor Infant and Nursery School Charging and Remissions Policy

Templemoor Infant and Nursery School encourages a varied and full range of activities for all children to participate in. This policy aims to enable equal access to these experiences for all our children.

In compliance with the provisions of the Education Reform Act 1988 and Trafford Council's policies on charging and remissions, the policy agreed by the Governors of Templemoor Infant & Nursery School is as follows:

All education during school hours is **free**. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Classroom materials

No charge is made for books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the school, except where parents have indicated in advance their wish to buy any product.

Voluntary contributions from parents are welcomed to support the costs of resources and consumables.

Activities and Educational Visits - Voluntary contributions

When organising school trips or visits, which enrich the curriculum and the educational experience of the children, we invite 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 you are unable to donate the full amount, please contact the staff in the office or the Headteacher, in confidence.

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. Other parents will not subsidise children whose parents will not/or cannot make a contribution.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums and art galleries;
- sporting activities;
- outdoor adventure activities;
- visits to the theatre;
- school trips and other places of interest;
- musical events;
- special visitors to the school.

When costing trips/events staff will be sensitive to the overall cost and the timing of the event.

Children and staff will need to be insured for all school visits, except to Moorlands Junior School. This cost will be added into the overall cost of the visit or covered by school fund if the trip incurs no cost to parents.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

School Meals

All children in Reception, Year 1 and Year 2 receive Universal Free School meals and no charge is made.

Fruit

As school participates in the National School Fruit Scheme, all children in school from Nursery to Year 2 are provided with a piece of fruit daily without charge.

School Milk

The school publishes annually the price to be charged for school milk. Milk is ordered and paid for through www.coolmilk.co.uk. Children can receive milk for free until their fifth birthday, but this should still be ordered by parents through www.coolmilk.co.uk.

Children entitled to Pupil Premium Funding who are in Foundation Stage or Year 1 and Year 2 will receive milk free of charge.

School Uniform and Book Bags

As a school we ask parents to wear an agreed list of school uniform. We do not expect school uniform to be bought from the school supplier. The Friends of Templemoor often run a second hand uniform sale once a term, offering good quality second hand garments. The Friends of Templemoor also provide free book bags at the start of the academic year to all children in Nursery and Reception. Replacement book bags can be purchased throughout the year at a cost of £6.50 per book bag.

After School Clubs

In the Autumn, Spring and Summer terms we may offer additional after school clubs provided by outside specialists. There is a charge for these sessions. We may also offer a singing club that is provided by specialists from Trafford Music Service. There is a charge for these sessions.

Lettings

School buildings or facilities may be let and charges made for these services. Terms and conditions are laid out in the Lettings Policy and individual arrangements confirmed in writing.

VAT will be charged to businesses leasing school facilities.

Extended Services

The school offers services outside of school and funded nursery hours. Terms and conditions with regards to charges and remissions are laid out in the Parent Handbook which is updated regularly. This includes:

- The charge for each service
- Payment deadlines
- Late booking fees where applicable
- Penalty fees for non-arrival
- The possible withdrawal of services following non payment
- The required cancellation notice to obtain refunds or credits
- If a parent / carer requests a refund to their childcare account for any pupil/s who no longer utilise the Extended Services facility the school will charge a £50.00 administration fee. This fee is to cover the time and costs incurred by the school. Any childcare voucher refunds will need to be authorised by the childcare voucher provider and processing will be made via the provider due to tax implications.

30 Hours Nursery Funding

For children who fulfill the government eligibility criteria and who are in receipt of 30 hours free entitlement they will be offered sessions that run from 8:30am to 3:20pm Monday to Friday. Not included in these hours is a daily 50 minute lunchtime session, which is available for parents to select for a charge of £4 per session (to bring a packed lunch) or £6.50 per session (provided with a school meal), or to opt out of if they choose. Parents of children who are in receipt of 15 hours free entitlement can also purchase lunchtime sessions at a cost of £4/ £6.50 per session. Please see the Nursery Admissions Policy for further details.

Loss or damage to property

If a child damages property through wilful negligence or vandalism, the parent will be invoiced for the full cost of the repair.

Reducing financial expectations on parents

The school will be mindful when organising activities that require charges or contributions of the financial implications to parents. Consideration will be given to value for money, and timing of activities.

Arrears

Arrears owed to the school i.e. where a charge is made (this does not apply to voluntary contributions) will be followed up by the school using the Debt Management Policy.

Remissions

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- 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 that Working Tax Credit is not also received and the family's income (assessed HM Revenue & Customs) does not exceed the sum given in the guidance.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

In addition, children eligible for Pupil Premium funding may receive breakfast and after school clubs, milk, school trips etc. at reduced or no costs. This is at the discretion of the Headteacher.