

Charging and Remissions Policy

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Staff Responsibility:	Michelle Moss
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Governor Signature	

Introduction

The Governing Body of Tetherdown Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Preamble

1. Education at Tetherdown School is free.
2. Activities offered wholly or mainly during the normal school teaching time available to all pupils regardless of their parent's ability to meet the cost.
3. The school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. The school has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or out of school hours.
5. The school reserves the right to withdraw a trip should the minimum number of voluntary contributions render it unviable.

Charges

Activities outside of the normal school day may be subject to charges identified below. The normal school day begins at 8.50am and ends at 3.30pm, although the school reserves the right to amend these hours should circumstances require it. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- **Extended Services**

The school runs extended day services between 7.40am until 8.50am Monday to Friday and then later in the day after school care between 3.30pm until 6.00pm Monday to Thursday and 3:30pm until 5:00pm Friday on site. The charges for these are set by the Governing Body and subsidies maybe available for families receiving free school meals. We also offer a wide range of extended services run by agencies at lunchtimes, afterschool and on the weekend which are subject to a fee.

- **Offsite Activities and Activities Outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place offsite and/or out of school hours.

- **School Journeys in School Hours**

- Request of voluntary contribution to cover the cost of transportation and trip activity.

- **Residential Trips**

In line with the DfE's Charging for Schools Activities Policy (May 2018), the full cost of the residential trip including: transportation, board and lodging element of approved residential activities deemed to take place in school hours will be charged.

- **Individual Instrumental Tuition**

The cost to the pupil for providing any instrumental tuition not chargeable by Tetherdown Primary School and is a private arrangement between the family and peripatetic teacher (either private or Haringey Music Services).

- **Charging in-kind**

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: Design Technology, Science, Art & Craft. The Governing Body reserves the right to charge for ingredients and materials or require them to

be provided if the parents have indicated in advance that they wish to own the finished product.

Supplementary resources outside of the curriculum offer which parents may wish to purchase in order to enhance pupils' attainment/progress in the home e.g. revision books.

- **Damage to property**

The cost of school property wilfully damaged by a pupil, dependent on the extent of the damage. This also applies to musical instruments or IT including laptops loaned to pupils and consequently damaged whilst in their care.

- **School Visits**

The cost to the school of a school visit should a child wilfully misbehave in school and is not allowed to participate in the visit.

- **Residential Visits**

Cancellation made at the discretion of the Headteacher will incur charges dependent on the proximity of the deadline. Cancellation made by parents for health reasons must be supported by a medical certificate.

- **Advertisement of Commercial Information**

Only pupil related activities will be advertised on the Parents' Noticeboard at a cost per item for a period of one month. Alternatively for a one off cost an electronic booking form or flyer will be emailed to parents along with the newsletter. External providers who have contracted Service Level Agreements with the school, an advert will be placed on the school website and providers will be charged a discounted fee for the period of one month.

- **Professional duties**

The checking of personal details relating to passport applications, residency, adoption etc.

- **Administrative Fees**

Administration fees will be applied to facilitate the following below (this is not an exhaustive list)

- Payment and communication processing
- Register preparation, updates and distribution
- Facility organisation/logistics
- Health & Safety with Site Manager
- Other administrative requirements to enable the club to run appropriately.

The fees:

- £5 per pupil to be applied on top of all termly club charges.
- £15.00 (additional charge).

A full list of costs are available in appendix 1.

General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities/transport which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Remissions

Where the parents of a pupil are eligible for free school meals or are in receipt of the following benefits, the Governing Body must provide for complete remission of board and lodging charges to these pupils. These have been aligned with the Free School Meals criteria:

- Income Support
- Income Based Jobseekers Allowance

- Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,010 and the guaranteed element of State Pension Credit.

The Pupil Premium fund may be used to cover, in part or in full, the cost of any activity where the school feels it will have a positive impact on the educational outcomes for any child. When arranging a chargeable activity parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

Appendix 1

Rates from September 2023

Lettings	Monday – Friday 3:30-8:30pm	Weekend and School Holidays 9:00am – 4:00pm
Hall	£48 per hour or any part of an hour	£78 per hour or any part of an hour
Classroom	£36 per hour or any part of an hour	£48 per hour or any part of an hour
Lower Playground	£36 per hour or any part of an hour	£78 per hour or any part of an hour
Upper Playground	£36 per hour or any part of an hour	£78 per hour or any part of an hour
Hall for birthday parties – Sunday afternoons only		£180 for 3 hours
Deposit for Birthday Parties		£80
Administration fee (applied on top of all termly club charges)	£5.00 per booking application	
Administration fee	£15 per booking application	£15 per booking application
Administrative Costs		
External school club provider adverts Advert will appear on the school website for 1 term	£25 per advert	
External adverts (non-school related)	£50 per advert – emailed to the parent body	
Letters and other legal documents required by parents	£15 per letter	
Internally run clubs		
Breakfast Club	£8 per session per child	
After School Club Yr 2- 6 3:30pm – 4:30pm	£7 per session per child	
After School Club Yr 2- 6 4:30pm – 6:00pm Monday – Thursday 4:30 – 5:00pm Friday	£10 per session per child	
After School Club Yr 2- 6 3:30pm – 6:00pm Monday – Thursday 4:30 – 5:00pm Friday	£17 per session per child	
After School Club Rec – Yr 1 3:30pm – 4:30pm	£8 per session per child	
After School Club Rec – Yr 1 4:30pm – 6:00pm Monday – Thursday 4:30 – 5:00pm Friday	£12 per session per child	
After School Club Rec – Yr 1 3:30pm – 6:00pm Monday – Thursday 4:30 – 5:00pm Friday	£20 per session per child	
Tetherdown run after school clubs 3:30pm – 4:30pm	£11 per session per child	
Choir (30 min session)	£5.50 per session per child	
Orchestra (50 minute session)	£7.00 per session per child	

Governors will review pricing throughout the year – these rates have been agreed to be active as from September 2023.