Charging and Remissions Policy

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Policy Owner	Alison Williams

Table of Changes Made Since Last Version

Paragraph	Summary of Change/s
11	Amendment of Hunsbury Park Nursery Fees

Glossary of Abbreviations and Acronyms used in this Policy

Abbreviation/Acronym	Meaning
FSM	Free School Meals
PP	Pupil Premium
LA	Local Authority
LAC	Looked After Children
SAR	Subject Access Requests
SEN	Special Education Needs
NMPAT	Northamptonshire Music and Performing Arts Trust

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1. Introduction

1.1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential trips and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

2. Charging

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

2.1. School Trips and Residential Trips in School Time.

2.1.1. The board and lodging element of the residential experience and outdoor pursuit courses; trips outside of the curriculum delivery i.e.: rewards, enrichment/enhancement trips.

2.2. Activities Outside School Hours.

2.2.1. The full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed optional extras.

2.3. School Transport.

2.3.1. Based on the full cost of a bus pass charged to the school. This does not include transporting students to and from the school premises where the LA has a statutory obligation to provide transport.

2.4. Materials.

2.4.1. The cost of materials or ingredients for design and technology and food technology, if the student or parent/carer wishes to take home or own the final product.

2.5. Acts of Vandalism and Negligence.

2.5.1. The Governing Body reserves the right to recover part or the whole cost of damage to buildings or equipment, which is the result of vandalism or negligence by a student.

2.6. Examination Fees.

2.6.1. If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends the examination.

2.6.2. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the Governing Body may seek to recover the fee from the parent/carer.

2.6.3. If a student requests a re-mark, any charges from the exam board for the remark are to be paid by student; if, however, the grade improves, the exam board will refund the school, which, in turn, will be refunded to the student.

2.6.4. If a member of staff requests a re-mark, the relevant curriculum area will be charged for any costs. However, if the grade improves the exam board will refund the school (and, therefore, the relevant curriculum area).

2.6.5. There may be a charge for examination entry where there is a request from the parent/carer for additional subject entries to be made which are not supported by the school.

2.7. Uniform.

2.7.1. At Southfield School parents/carers of students eligible for Free School Meals (FSM) can apply to the school for uniform support up to £70 per year and parents/carers of students eligible for Pupil Premium Funding, but not FSM can apply for up to £35. This might be paid in the form of a voucher to be used online or in kind using stocks held in school.

2.7.2. At Kingsthorpe College parents/carers of students eligible for Free School Meals (FSM) can apply to the school for uniform support, including PE packs, up to £80 per year and parents/carers of students eligible for Pupil Premium Funding, but not FSM can apply for up to £70.

2.8. Music Lessons.

2.8.1. Extra-curricular music lessons (taught individually). Instrumental/vocal lessons forming part of the National Curriculum or part of a GCSE course will be subsidised by the school.

2.9. Out of School Hours Child Care, Breakfast and After School Clubs.

2.10. Provision of Education and Use of Facilities.

2.10.1. To those persons who are not registered students at the school.

2.11. Subject Access Requests (SAR).

2.11.1. The Governing Body reserves the right to charge a reasonable fee for provision of information under Data Protection and Freedom of Information provisions.

3. Charging Principles

3.1. No charges can be made for statutory education in school hours

3.2. No charge can be made for entry to any prescribed public examination for which the student has been prepared at the school, except where the student fails, without good reason to meet the requirements of the examination

3.3. If a charge is permissible and is to be made, parents/carers must know of the charge in advance

4. Calculating Charges

4.1. When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through the voluntary contributions and

fundraising, notwithstanding the provision for PP students as detailed, below, in remissions.

5. Charges for Telephone Calls, Photocopying and Postage

5.1. Staff wishing to make use of the school's facilities for their private use should notify and seek permission from the Finance Office. Quick, local, one off calls will not be charged but reoccurring calls or long-distance calls will be monitored as per the records produced by the system software and will be charged back to the member of staff by invoice. Photocopying charges will be invoiced back to the staff member at the end of the month in which the copying is requested.

6. Remissions

6.1. The school will give consideration to the remission of charges to parents / carers who receive qualifying state benefit(s) and those children who receive FSM. Parents/carers who are eligible for the remission of charges will be dealt with confidentially. The remission of charges for PP students who are not entitled to FSM will be considered on an individual basis.

6.2. The Head teacher and Chair of Governors will authorise remission charges.

6.3. PP students can apply for support for trips that link to the academic and enrichment curriculum. Requests will be assessed on an individual basis.

6.4. The school may choose to subsidise part or all of the payment of some charges for certain activities and students and this will be determined by the Head teacher.

6.5. The Governing Body will remit part of the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will, also, be the case where the residential activity forms part of the syllabus for a public examination. The percentage to be paid by the school will be considered based on the purpose and total cost of the trip.

6.6. The Governing Body invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Head teacher will authorise remission in consultation with the Chair of the Governing Body.

7. Special Education Needs (SEN)

7.1. The Governing Body would not charge for the cost of providing the SEN needs of a student where these have been agreed with the Local Authority (LA).

8. Insurance

8.1. Any insurance costs will be included in charges made for trips or activities.

9. Voluntary Contributions

9.1. Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make voluntary contributions. If there is a case where an activity cannot be afforded

without voluntary funding, this will be made clear to the parents/carers by the school. If the activity is cancelled, all monies paid will be returned to the parents/carers.

10. Charging Policy for Music Tuition - Secondary

10.1. Charges for music tuition follows the whole school charging and remissions policy. The school can charge for instrumental and vocal music tuition as follows:

10.1.1. Charges for music tuition are to be reviewed annually in the spring term with changes to lesson fees taking effect from the following September.

10.1.2. Charges are reviewed according to the revised annual hourly teaching rate published by the Northamptonshire Music and Performing Arts Trust (NMPAT).

10.1.3. Parents/carers are to be informed by letter of any changes to annual tuition fees in advance of the new academic year.

10.1.4. Parents/carers of new and existing students are to sign an annual Music Lesson Agreement each academic year. For teaching starting in September, this is to be returned together with the requested deposit for each musical study by the published deadline in order to secure music tuition.

10.1.5. Tuition payment accounts will be set up via Arbor detailing the lesson deposit and the remaining fee balance to be paid by the deadline issued, in writing, at the start of the academic year. For Kingsthorpe College, payments can be set up through a standing order system.

10.1.6. If charges are not paid, reminder letters will be sent, non-payment will result in the immediate suspension of lessons and may impact on other paid for school activities until the balance is paid.

10.1.7. In the event of a student wishing to discontinue lessons, it is expected that parents/carers will confirm this in writing to the relevant schools Director/Head of Music and any loaned instrument promptly returned to NMPAT staff. Parents/carers are still expected to repay the full balance of fees by the published deadline; the school is committed to a fixed Service Level Agreement (SLA) with NMPAT for which it remains liable for the full academic year.

10.1.8. Visiting music staff will deliver thirty-three lessons across the academic year. Any lessons missed through visiting staff absence will be made up by the end of the academic year. All missed lessons by learners are chargeable.

10.1.9. Students currently receiving FSMs or support from PP/Ever 6 funds may apply for a subsidised 15 x minute lesson. Currently these are paid in three instalments across the year, and each instalment subsidised by 60% of the full cost. For these students, the advance deposit required to secure lessons from September is also reduced. The maximum subsidy by the school is £198.

10.1.10. Aptitude Students at Kingsthorpe College, who are eligible for PP funding, will be fully subsidised.

10.1.11. LAC students may apply for a 15 x minute lesson on one musical study, to be fully funded from PP/LAC funds.

10.1.12. Other further requests for financial assistance should be made directly to the school and will be considered on a case-by-case basis.

10.1.13. The relevant Director/Head of Music oversees the music tuition timetable and monitors attendance and progress.

10.2. Access

10.2.1. Within the resources available, the school will seek to encourage all students to consider learning an instrument. It is accepted that not all students will wish to learn.

10.2.2. This will require the school to:

10.2.2.1. Offer the study of orchestral, brass band and contemporary pop instruments, as well as vocal training dependent on student demand reaching the minimum 30 x minute visit per subject required by NMPAT.

10.2.2.2. Offer equal opportunities to all students.

10.3. Selection

10.3.1. The school will endeavor to make tuition available to students regardless of their prior experience.

10.3.2. Where possible, students already learning an instrument will take priority in terms of timetabling as long as they have paid their deposit by the schools individual deadlines.

10.3.3. Mid-year starters are not guaranteed a teaching place and may be placed on a waiting list. The list will be compiled in the order in which signed music contracts are received. Priority will be given according to the teaching time available, in consultation with the visiting music staff, and ultimately at the discretion of the relevant Director/Head of Music.

10.3.4. Parents/carers and students will be kept informed of opportunities to participate in music groups in the wider community (e.g. NMPAT Saturday music center's and local auditioned ensembles).

10.4. Progress

10.4.1. Learners are expected to make reasonable, sustained progress. This will require regular practice and consistent attendance at lessons. The visiting music teacher will monitor the amount and quality of practice, and any concerns will be raised with the relevant Director / Head of Music who will then communicate these to parents/carers.

10.4.2. Attendance will be monitored weekly by all relevant music staff (NMPAT or those employed by the schools) and recorded in an NMPAT register kept in the Music Office. Any non-attendance will be recorded on the weekly summary sheet and investigated the relevant Director / Head of Music. A poor record of attendance will result in parents/carers being informed and, ultimately, may result in the recommendation that lessons should be terminated at the end of the academic year.

10.4.3. Each visiting music teacher will issue a written report in the Summer Term, summarising technical and musical skills and focusing on key next steps to improve progress.

10.5. Instruments

10.5.1. Orchestral and brass band instruments will be provided, in conjunction with NMPAT, for all learners for the first year of their tuition. At the end of this year, parents/carers will be encouraged to provide their own instruments, wherever appropriate. Those studying guitar (classical and electric) are expected to provide their own instruments, while those learning piano and drum kit are expected to

provide practice facilities at home to ensure that adequate progress can be made (e.g. practice pad and sticks for drummers or a medium-sized keyboard).

10.5.2. Advice is available from visiting music staff on purchasing a suitable student level instrument. A list of recommended places to purchase an instrument will be given to students towards the end of their first year of tuition.

10.5.3. Students benefitting from financial assistance may request an extension to the period for a loan of an instrument. Where reasonable progress is being made, and subject to availability, this will be supported.

10.6. Contribution to Co-Curricular Musical Activities and Clubs

10.6.1. It is expected that students taking individual tuition contribute to the school musical community by participating in school performances, where appropriate, and by attending at least one of the wide range of co-curricular music activities available each week as soon as they reach a suitable standard. Keyboard players and singers will be encouraged to join the school Choir.

10.6.2. The Director / Head of Music will promote information about musical opportunities within the local and wider community (e.g. Saturday music center's, local amateur choirs and orchestras, music competitions, residential opportunities and, as appropriate, regional or national ensembles).

10.7. Music tuition – Primary

10.7.1. Charges will be made for music tuition provided either individually or in groups, provided the tuition is at the request of the parents. The charge will not exceed the cost of the provision, including the cost of staff providing he tuition.

10.7.2. No charges will be made if the tuition is an essential part of the national curriculum. Charging will also not be made under the first access to the KS2 Instrumental and Vocal Tuition programme. No charge will be made to LAC students.

11. Hunsbury Park Nursery fees

11.1. Hunsbury Park Primary School Nursery provides high-quality early years provision for children aged 3 and 4. This policy should be read in conjunction with the school's nursery admissions policy and Funding policy. The Trust reserves the right to amend the fees annually as necessary.

11.2. Children are eligible to join the nursery the term after they turn 3 using funding or when they turn 3 if sessions are paid for. Please see the table below for more detail.

11.3. All places are offered subject to availability and staffing ratios.

11.4.

Birthday	Start Date
Turn 3 between April 1st and August 31st	First day of the school's Autumn term (September)
Turn 3 between 1st September and 31st December	First day of the school's Spring term (January)
Turn 3 between January 1st and March 31st	First day of the school's summer term (April)

11.5. The nursery offers the following term-time only session structure:

11.5.1. Morning Session – 9:00am – 12:00 midday
11.5.2. Lunch club – 12:00 midday – 12:30pm
11.5.3. Afternoon Session – 12:30pm – 3:30pm
11.5.4. All-Day Session - 9:00am – 3:30pm.

11.6. Parents may request:

11.6.1. 15 funded hours – for children aged 3 to 5
11.6.2. 30 funded hours (subject to eligibility and valid code) – for children aged 3 to 5
11.6.3. Paid additional hours (subject to availability)

11.7. Families may select:

11.7.1. 15-hour entitlement

11.7.1.1. 5 mornings or 5 afternoons
11.7.1.2. OR a combination of sessions adding up to 15 hours

11.7.2. 30-hour entitlement (eligibility required)

11.7.2.1. 4 full days plus 9:00am – 1:00pm on Friday
11.7.2.2. *Please note: There is an option to book an additional chargeable Friday afternoon session from 1:00 – 3:30pm for any parents wishing to do this above their funded 30 hours*

11.7.3. Additional ad hoc paid sessions

11.7.3.1. Offered only if there is space
11.7.3.2. Booked termly and not guaranteed long term

11.8. Funded Places:

11.8.1. Universal 15 Hours
11.8.1.1. All 3–4-year-old children receive 15 hours of funded childcare from the term after this third birthday.

11.8.2. Extended 30 Hours (if eligible)

11.8.2.1. Families may access 30 funded hours if they meet government eligibility criteria. Parents must:

11.8.2.1.1. Apply for a valid 30-hour code
11.8.2.1.2. Renew the code every 3 months
11.8.2.1.3. Complete a Funding Declaration Form each term

11.8.3. If a family becomes ineligible:

11.8.3.1. A grace period applies
11.8.3.2. After the grace period, the child will revert to a 15-hour place or paid hours if available

11.9. Fees for Additional or Non-Funded Hours

11.9.1. Parents may purchase extra sessions beyond funded hours if places allow.

11.9.2. At Hunsbury Park, we run three sessions. The following sessions are available children to attend for 15 hours per week:

11.9.2.1.

	Session	**Days**	**Times**	**Hours**	**Charge per week**	**Voluntary Contribution (for snacks)**
Option 1	15 hours	Monday	9am – 12pm **OR** 12.30 – 3.30pm	3	£0	£1.50
		Tuesday		3		
		Wednesday		3		
		Thursday		3		
		Friday		3		
Option 2	15 hours	Two full days and a short morning session	Day 1 – 9am – 3.30pm	6.5	£0	£1.50
			Day 2 – 9am – 3.30pm	6.5		
			Day 3 – 9am – 11am	2		
Option 3	16 hours	Two full days and a full morning session	Day 1 – 9am – 3.30pm	6.5	£5 (for hour above 15 hours funded)	£1.50
			Day 2 – 9am – 3.30pm	6.5		
			Day 3 – 9am – 12pm	3		
	Extra sessions above 15 hours funding		9am – 12pm **OR** 12.30pm – 3.30pm		£15.50	N/A

		Lunch club 12 – 12.30pm		£3	
		Full day (9am – 3.30pm including lunch club)		£34	

11.9.3. For families eligible for 30 hours, the sessions available are below.

11.9.3.1.

	Session	Days	Times	Hours	Charge per week	Voluntary Contribution (for snacks)
Option 1	30 hours	Monday	9am – 3.30pm	6.5	£0	£2.50
		Tuesday		6.5		
		Wednesday		6.5		
		Thursday		6.5		
		Friday	9am – 1pm	4		
Option 2	32.5 hours	Monday - Friday	9am – 3.30pm	6.5 per day	£15 (for hours above funded 30 hours)	£2.50

11.9.4. The following additional costs apply to all nursery children.

11.9.4.1.

Additional costs		
Trips	Ad hoc	Any costs associated with trips will be added to Arbor to be paid by parents
Meals/snacks	Lunch	To be provided by parents or purchased via Kingswood Catering
Consumables	Pulls ups/wipes	To be provided by parents
	Sun cream	To be applied before arriving at nursery
Late collection charge		£5.50 per 5 minutes

11.10. Lunch Arrangements

11.10.1. For children attending all day:

11.10.1.1. Parents may provide a packed lunch
11.10.1.2. OR purchase a school lunch via Kingswood Catering

11.11. Payment Expectations

11.11.1. Invoices are issued monthly and are due to be paid in advance by the 25th of each month

11.11.2. Payment must be made by the stated due date

11.11.3. Payments can be made via

11.11.3.1. Arbor

11.11.3.2. Tax Free Childcare accounts

11.11.4. Late Payments

11.11.4.1. If a payment is late:

11.11.4.1.1. A reminder notice will be sent

11.11.4.1.2. Continued non-payment may result in withdrawal of paid sessions

11.11.4.1.3. Persistent late payment may lead to a change of sessions or loss of the nursery place

11.11.5. The school reserves the right to recover unpaid fees through standard Local Authority procedures.

12. Monitoring, Evaluation and Review

12.1. The Governing Body will review this policy at least every year and assess its implementation and effectiveness.