



# **CHARGING & REMISSION POLICY**

## **1. INTRODUCTION**

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the Hackney Learning Trust policy and Department for Education (DFE) guidance and agreed by the Governing Body of Jubilee Primary School.

## **2. AIMS**

The aims of this policy are to explain:

- The variety of sources from which the school may generate income aside from funds officially delegated by the local authority and government, donated funds, contributions and funding bids; and
- The collection and administrative procedures, including credit control and debt recovery.

## **3. DEFINITION**

Income may be generated subject to the provision of the Education Act 1996. No charge may be made for admitting pupils to maintained state schools. During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument. Unless the teaching is an essential part the National Curriculum syllabus being followed by the pupil(s).

The school day is defined as: 9.00am-12.10noon and 1.10pm-3.30pm (KS1); 9.00am-12.30pm and 1.30-3.30pm (KS2). The nursery full-time hours are 9.00am-3.30pm and part-time hours are either 9.00am-12noon or 12.30pm-3.30pm.

## **4. RESPONSIBILITIES**

The Head Teacher will ensure that staff are familiar with and correctly apply the policy. The governors will review the policy annually or as necessary.

## **5. SCHOOL VISITS AND OTHER ACTIVITIES**

We believe that the curriculum is enriched by educational visits and other activities such as visiting drama groups or storytellers and these come with a cost to the school. To cover the costs the Head Teacher and Governing Body of Jubilee Primary School ask for parental contributions towards these extra school activities. Wherever possible, teachers will aim to organise trips that are free of charge, including applying for free travel through the Transport for London School Travel Scheme. However,

where charges do apply we will ask for a contribution from families towards covering the cost. In these circumstances no pupil will be prevented from participating because his/her parents or carers cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

All parent/carers sign a permission slip when their child is admitted to Jubilee agreeing to allow their child to leave the premises and go on school trips as part of the curriculum. Trips further than the school locality will always be preceded with a specific consent form with full details of the trip.

## **6. ACTIVITIES OUTSIDE OF THE SCHOOL DAY**

Jubilee provides a range of extended school childcare and extra activities.

### **6.1. ACTIVITIES ORGANISED BY THE SCHOOL**

Each term a variety of sports, music, arts and computing activities will run for 10 weeks both before and after the school day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. These activities will be offered free of charge however, attendance will be at the discretion of the Head Teacher based on a selection criteria. In making the selection for these activities we will use criteria which include: gifted and talented, engaging girls in sport, childhood obesity, the need to reflect the diversity represented in our school and the needs of children in the school who receive Pupil Premium funding. We will also consider whether or not a child has had an opportunity of joining the activity before.

### **6.2. ACTIVITIES ORGANISED BY EXTERNAL PROVIDERS**

A small number of before school activities are organised and run by external providers on the school premises. The current list of providers, their activities and contact numbers can be found on the school website. If you are interested in booking a place for your child on one of these activities you should contact the provider directly and arrange bookings and payments directly with them.

### **6.3. JUBILEE SCHOOL CHILDCARE**

#### **BREAKFAST CLUB**

Open every day of the school academic year from 7:45am–9:00am. Breakfast and a variety of adult led activities are provided. The following conditions apply when booking a place at Breakfast Club:

- From September 2018 the cost **per session** is £4.00 per child.
- At the discretion of the Head Teacher the school may invite a small group of pupils to attend free of charge.
- The booking of places is a commitment for a whole term.
- All fees must be paid in advance for a child's attendance for this provision.

- The full amount for booked days must be paid for regardless of whether or not a child attends the whole 7:45am–9:00am session.
- Any outstanding fees which are yet to be paid to the school (Dinners/Playcentre) could affect a child's place in the Breakfast Club.

## PLAYCENTRE

Open every day of the school academic year from 3:30pm-5:45pm except for the last day of term when school finishes at 2.00pm and there is no Playcentre provision. Once a term on parent evening days Playcentre will be open from 2:00pm-5:45pm. A light tea and a variety of adult led activities are provided. From September 2018 the following conditions apply when booking a place at Playcentre:

- The cost **per session** is 1<sup>st</sup> child £10, 2<sup>nd</sup> child £9 and 3<sup>rd</sup> child £8 (when all attend at the same time).
- Those children who receive concessions will be charged at a rate of £7 per session.
- All fees must be paid in advance for a child's attendance for this provision.
- The booking of places is a commitment for a whole term.
- The full amount for booked days must be paid for regardless of whether or not a child attends the whole 3:30pm-5:45pm session.
- All children **MUST** be collected by 5:45pm. If any child is collected after this time then a charge of £1.00 will be levied for each minute after this time until they are collected
- Any outstanding fees which are yet to be paid to the school (Dinners/Breakfast Club) could affect a child's place in the Playcentre.

Payment for both Breakfast Club and Playcentre may be made using childcare vouchers, online with ParentMail or by cheque. Cash payments will no longer be accepted from September 2019.

## 7. SCHOOL JOURNEY / RESIDENTIAL TRIPS

Charges will be made for transport, board, lodging and activities during residential school trips. The cost will not exceed the actual cost of the provision. Parents in receipt of benefits may apply for a 50% discount.

## 8. INSTRUMENTAL MUSIC LESSONS

From September 2019 a charge of £6.00 per lesson (with a maximum of 10 lessons per term) will be made for instrumental music tuition unless the tuition forms part of the syllabus for a prescribed public examination that the school is preparing the child to sit, or is part of the national curriculum or the syllabus for religious education, in which case there will be no charge. From September 2019, new learners, eligible for the Pupil Premium grant, will be entitled a 50% discount to the full price of instrument lessons.

If a child has been loaned a musical instrument by the school, a deposit will be charged. This deposit is refundable on the return of the instrument in a good condition.

As a child progresses in the learning of their instrument they may be put forward for a Music Board examination. Parents/carers will be advised of the cost the examination and the charge they will be asked to pay.

## **9. CALCULATING CHARGES**

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils 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 fundraising.

Parents/carers who qualify for support are those in receipt of eligible benefits (see 10 below). The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

## **10. SCHOOL AND NURSERY MEALS SALES**

Payments for school and nursery meals should be made either weekly or in advance for a period of weeks (half-termly or termly). The school and nursery meal accounts are managed daily and reconciled weekly, on a Friday during term time. From September 2019 the cost of school and nursery meals is either £2.10/day or £10.50/week.

If your child wishes to have a school meal we ask that you commit to having the meals on at least a half-termly basis. Please inform the secretary in advance of your intention to switch to pack lunches or home meals.

Pupils in year groups Reception through to Year 2 will be funded through the Universal Free School Meal Grant and will not be charged for a meal.

### Payments on line

We request that all parents/carers pay for school meals with a debit or credit card via ParentMail ([www.parentmail.co.uk](http://www.parentmail.co.uk)). To register on ParentMail you will need a personalised access code which can be obtained from the school office. The school meals register is updated on a daily basis and you will be able to view your current balance via the ParentMail website. From September 2019 no cash payments will be accepted for school meals.

### Payments by cheque

If paying by cheque please make it payable to “Jubilee Primary School”.

On the back of the cheque it should state your child’s name, class and what the payment is for e.g. “school meals w/e 21<sup>st</sup> January”.

### Payments by credit or debit card

The school may take payments by debit credit card on behalf of a parent/carer only if they have an account already set up on ParentMail. Please speak to a member of staff in the office or reception if you would like to do this.

### Free school and nursery meals

To qualify, your child must be in school and you must be receiving one of the following benefits:

- [Income support](#)
- Income based [Job Seekers Allowance](#)
- Income related [Employment and Support Allowance](#)
- [NASS support](#)
- Guarantee element of [State Pension](#)
- [Child Tax Credit](#), provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- [Working Tax Credit](#) for the four weeks after employment ends
- [Universal Credit](#), provided you have an annual net earned income of no more than £7,400

Or as may be the statutory requirement at the time.

Applications for free school meals may be made directly, in person, with Hackney Learning Trust, 1 Reading Lane, London E8. For more information contact the Pupil benefits Team on 020 8820 7248.

Or online via Hackney Learning Trust's website. Please see the link below.

<https://www.learningtrust.co.uk/content/apply-free-school-meals>

### Asylum seekers

Asylum seekers can apply for free school meals if they have a NASS number.

## **II. DEBT COLLECTION**

Accounts for school meals, Breakfast Club and Playcentre are reconciled on a weekly basis. If payment is not forthcoming the school will endeavour to recover the debt with follow up phone calls and letters. If an account remains unpaid after these reminders, further action may be required and the school may refer the debt to be recovered by the Local Education Authority. In the event that accounts for Breakfast Club or Playcentre are not settled, places will be withdrawn from these extended school provisions.

## 12. SCHOOL UNIFORM PURCHASE

School uniform may be purchased directly on line from the school uniform supplier, School Trends.

<https://www.schooltrends.co.uk/uniform/JubileePrimarySchoolNI66NR>

Tel: 0870 165 0161

Email: [info@schooltrends.co.uk](mailto:info@schooltrends.co.uk)

Samples of the school uniform are kept at school. Please speak to the Administration Receptionist if you would like your child to try on a piece of uniform and check sizing before you make purchases on line.

School book bags can be purchased directly from the school's reception. The current cost is £4.

## 13. LETTINGS

Areas of the school, the MUGA, community centre and the performing arts hall are available for rent on an hourly/daily basis to external organisations and community groups. There is a full and separate policy relating to lettings which also details prices. Please speak to the Administration Receptionist or Business Manager if you are interested in arranging a letting.

## 14. JUBILEE NURSERY

### Free Entitlement

From 1<sup>st</sup> September 2017 government funding free entitlement for three and four year olds attending Jubilee nursery has been extended from 15 hours to 30 hours. This new entitlement is 1,140 hours of early education for children whose parents are working and at our nursery this means 30 hours over 38 weeks, term-time only. The additional hours (government funded hours) are available to children in families where:

- Both parents are working (or the sole parent is working in a lone parent family) and;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year;

Further information on free childcare for nursery aged children can be found on the Hackney Learning Trust's website <https://www.learningtrust.co.uk/ChildcarePlay/Pages/FreeChildcarefor2-4yearolds.aspx>

### Fees for Additional Hours for Parents only eligible for 15 hours

From October 2017 Jubilee Primary School offers parents who are not eligible for 30 hours to pay a fee of £5 per hour or £75 per week to top up their free 15 hours to a maximum of 30 hours per week.

The Governing Body of Jubilee Primary School and Fernbank Children's Centre has a duty to ensure that all fees are paid to the school. Fees are payable in advance either monthly or weekly and as specified in the **Nursery Charges Contract**. A minimum deposit, the equivalent to one week's fee must be paid on admission. This will be refunded when your child leaves Jubilee Nursery, reduces the number of hours of attendance or becomes eligible for the government's 30 free hour entitlement with the condition that two weeks' written notice has been given and your account is in credit.

## **NON-PAYMENT OF NURSERY FEES**

Fees are due to be paid in advance, as stated in your contract and in this policy.

After one week of non-payment or late payment, you will receive a written letter advising of a possible suspension if fees cannot be paid by the deadline set out in your letter. Fees will still be applicable during the time the nursery suspends the place.

Two weeks of non-payment will result in withdrawal of the additional hours you are paying for and your child will not be permitted to come into the nursery for those hours until the fees are paid in full. If the fees are not paid in full after four weeks, the nursery will terminate the contract and send a letter to confirm this.

The person with parental responsibility will be pursued for nonpayment of fees and debts outstanding to Jubilee Primary School. The school will exercise its right to prosecute the debtor for non-payment after all reasonable methods have been exhausted.

In case of overdue fees or overdue late fee charge the school is entitled to charge interest and compensation at rates prevailing from time to time under the *Late Payment of Commercial Debts (Interest) Act 1998* on any sum, as well as before or any time after the judgment not paid by the person with parental responsibility by the due date. The school is entitled to charge the person with parental responsibility all and any reasonable cost incurred by the school, whether administrative, collection or legal, in recovering or attempting to recover, any payment due, by 1st of the month.

## **15. DEBT COLLECTION**

Accounts for school meals, Breakfast Club and Playcentre are reconciled on a weekly basis. If payment is not forthcoming for the chargeable service the school is required to recover the debt and the parent or carer notified accordingly. If an account remains unpaid further action may be required and the school will refer the debt to the Governing Board of Jubilee Primary School and the debt recovery policy commenced. In the event that accounts for Breakfast Club or Playcentre are not settled, places will be withdrawn from these extended school provisions with immediate effect.