Jubilee School

inspiring imaginations

CHARGING POLICY

May 2026

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 Education 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-3.30pm. The nursery full-time hours are 9:00am-3:15pm and part-time hours are either:
Early Week: Monday, Tuesday and Wednesday 9-12 or
Late Week: Wednesday 12:30-3:15, Thursday and Friday.

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 may 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.

When a child is admitted to Jubilee all parent/carers sign an admission form giving permission for their child to leave the premises and go on school trips as part of the curriculum.

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 school organised 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 (free school meals, childhood obesity, being on a previous term's waiting list, chronological order of application).

6.2. ACTIVITIES ORGANISED BY EXTERNAL PROVIDERS

A small number of before and after school activities are organised and run by external providers on the school premises. The current list of providers, their activities and contact details 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:

- The cost **per session** from September 2022 is £4 per child.
- At the discretion of the Head Teacher the school may invite a small group of pupils to attend free of charge.
- All fees should be paid in advance for a child's attendance for this provision. Parents should set-up Auto Top-Up to ensure that their account does not fall into arrears. If paying by vouchers parents should still ensure their account remains in credit or balanced.
- The full amount must be paid for regardless of whether or not a child attends the whole 7:45am–9:00am session (after 8:20 a healthy 'snack' will be offered as opposed to 'breakfast').
- Any outstanding fees which are yet to be paid to the school (including Dinners, Playcentre etc.) 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 parents' evening days Playcentre will be open from 2:00pm-5:45pm. A light tea and a variety of adult led activities are provided.

- The cost **per session** is:
    - £11- 1st child
    - £10 - 2nd child and other siblings (when all attend at the same time).
    - £8 - those children in receipt of eligible benefits (see sections 9 and 10 of the policy).
    - £6 pupils attending at 4:30 after having attended another club
- All fees should be paid in advance for a child's attendance for this provision. Parents should set-up Auto Top-Up to ensure that their account does not fall into arrears. If paying by vouchers parents should still ensure their account remains in credit or balanced.
- All children MUST be collected by 5:45pm. If any child is collected after this time then a charge of £1.00 may 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 etc.) could affect a child's place in the Playcentre.
- If children are collected, late including on days when the school closes early (for example for Parents' Evening), they will be put into Play Centre and £11 will be charged.

Payment for both Breakfast Club and Playcentre may be made using childcare vouchers, online with ParentMail. Cash payments are not accepted.

7. 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

A charge of £9.00 per lesson (with a maximum of 10 lessons per term) will be made for instrumental music tuition unless the tuition is part of the national curriculum or the syllabus for religious education, in which case there will be no charge. Families eligible for the Pupil Premium grant, will be charged £3.

Children loaned a musical instrument by the school must keep the instrument in a good condition. The cost of repairs necessary due to damage to the instrument may be charged to the parent/carer.

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.

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

All Y1-6 pupils receive a free school meal funded via either the Department of Education or the Mayor of London. The cost of meals to nursery children is £2.70 per meal.

Staff and adult meals will be charged at £3.50 per meal.

Payments online

We request that all parents/carers pay for school meals with a debit or credit card via ParentMail (https://pmx.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 by the school and your can view your current balance via the ParentMail website. No cash or cheque payments will be accepted for by the school.

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.

How to apply

Applications can be made via Hackney Education's website https://education.hackney.gov.uk/content/apply-free-school-meals or by clicking the link below to apply and confirm your child's eligibility for free school meals.

You only need to apply once for each child. If you are not eligible now Hackney Education will continue to check your details for future entitlement against information held by the Department for Education.

- Download a step by step guide to help you apply for free school meals/pupil premium

Apply for free school meals

If you are found eligible Hackney Education will send a notification to the school.

Asylum seekers

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

11. DEBT COLLECTION

Families are expected to set up 'Auto Top-Up' on Parentmail to avoid their account falling into arrears. If payment is not forthcoming, the school will endeavour to recover the debt with follow up texts, 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 Hackney Education's Legal Department. In the event that accounts for Breakfast Club or Playcentre are not settled, places will be withdrawn from these extended school provisions until debts are cleared and 'Auto Top-Up' is enabled (unless they pay by voucher). Parents should inform the school if for some reason this is not possible.

12. SCHOOL UNIFORM PURCHASE

School uniform may be purchased directly online from the school uniform supplier, School Trends. Information about purchasing school uniform can be found on our school website

https://www.jubilee.hackney.sch.uk/parents-guide/parent-information/school-uniform/ or click on the link below to visit the School Trends website.

https://www.schooltrends.co.uk/uniform/JubileePrimarySchoolN166NR

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 online.

The PTA also sells good condition previously used uniform to help you reduce your carbon footprint and keep costs down. Enquire with staff at the reception desk if you would like to know more.

13. Sundry Purchases from the Office

Some items (such as book bags, phonics cards, recorders and recorder books) can be purchased on parentmail and collected from our school reception. They are sold at the price the school purchases them for.

14. LETTINGS

See separate Lettings Policy on the school website.

15. JUBILEE NURSERY

Free Entitlement

Full Time

Full time places at our nursery 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 Education's website https://education.hackney.gov.uk/section/childcare-family-support-and-childrens-centres

Fees for Additional Hours for Parents only eligible for 15 hours

Jubilee Primary School offers parents who are not eligible for 30 hours £100 per week to top up their free 15 hours to a maximum of 30 hours per week.

Funding is only available for children in the term after they turn 3 years old. If children begin nursery mid-term, shortly after their 3rd birthday, the full or part-time fee will incur. The full time fee for children attending full time, not currently eligible for funding, is £200 per week. The part-time fee is £100 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. Fees must be paid whether or not the child attends the session because the fee is for the 'place'.

NON-PAYMENT OF NURSERY FEES

In order to secure a full time place in the nursery, fees should be paid in advance of attendance. 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.