

## Charging procedure and policy

### Schools' policy on Charging and Remissions for school activities Brindishe schools

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#### Introduction and overview:

This charging policy has been compiled in line with DfE requirements – *Charging for School activities, Departmental advice for governing bodies, school leaders, school staff and local authorities*. May 2018

The objectives of this policy are to:

- Set out Brindishe School's principles on the policy
  - Set out what Brindishe schools **will not** charge for
  - Set out what Brindishe schools **will** charge for
  - Set out what Brindishe schools will **request voluntary contributions** towards from parents / guardians
- Clarify how charges will be determined

#### Our principles:

- The school will never seek to make a profit from charging for activities offered to the children
- The school believes that all children are entitled to take part in all the activities we offer
- No child will be excluded from an activity on the basis of non-payment of requested contribution
- Any shortfall in meeting the cost of an activity from voluntary contributions will be reviewed and the school will seek to subsidise the trip from either:
  - fund raising or grants etc.
  - School budget monies that would otherwise be spent on other teaching and learning priorities

- The focus of all activities will be on learning and all activities will be selected to support the curriculum
- The safety of the children and accompanying adults is of paramount importance and will never be compromised in the interest of cost saving
- We will seek to use public transport wherever practical for reasons of cost and sustainability
- Children will be offered a variety of activities over the course of their schooling so we can aim to fulfil their cultural entitlement
- Reasonable costs will be a consideration in choice of activities and we will seek to offer a balance between charged and free activities

## Non chargeable activities

Brindishe schools will not charge for the following:

- Education provided wholly or mostly during school hours. Including the supply of any materials, books, instruments or other equipment
- Any transport provided in school hours to carry pupils between school and an activity. (Please note that we do ask for voluntary contributions for transport e.g. coaches for school educational visits but these are not charges)
- Education provided outside school hours if it is part of the national curriculum<sup>1</sup>, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

## Chargeable activities

Brindishe schools' has the option to charge for the following activities. Some of the activities may be provided by the school and some directly through commissioned services. Charges cannot exceed the actual cost:

- Education provided outside of school time that is not:
  - a) Part of the national curriculum
  - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) Part of religious education
- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- music and vocal tuition, in limited circumstances: *refer to The Charges for Music Tuition (England) Regulations 2007*
- Certain early years provision *The Education (Charges for Early Years Provision) Regulations 2012*

- **Community facilities** *The powers to provide community facilities are under s.27(1) of the Education Act*
- Board and lodgings for a pupil on a residential visit (e.g. School Journey)
- Extended day services offered to pupils (for example breakfast club, after-school clubs, sports clubs). Note: Where running the club does not cost the school money (for example where the club is run **voluntary** by school staff) then the club will be offered free of charge.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)
- Performances: The school will not seek to make a profit from school performances unless the school is specifically fundraising for a particular purpose eg to raise money to lower the cost of a class educational visit. Where the cost of putting on a performance is significant and/or refreshments are offered then a ticket charge to cover costs will be made. Collections will be made at non chargeable performances which may be donated to a charity or used to subsidise other activities
- Damages: Where a child deliberately damages resources, property or the fabric of the building parents will be required to pay the cost of repair or replacement.

### **Funded 15 or 30 nursery hour places**

- Parents/carers are not required to pay for any hours attended as part of the 15 or 30 hours' entitlement. Payment for this is claimed directly from Lewisham Local Authority providing parents complete the appropriate termly funding forms. Brindishe Green and Brindishe Manor offer the Early Education funding entitlement for 3 and 4 year olds.
- Funded 15 hour places are offered as 3 hours every morning (9am-12pm). Funded 30 hour places are offered for 5 full days (9am - 3pm Monday to Friday).
- Sharing the funded entitlement with other providers – Parents can share their child's funding entitlement with another nursery, preschool or childminder. This should be written on the funding forms.
- As a provider the Brindishe schools **cannot** charge parents "top-up" fees (the difference between the usual fee and the funding we receive from the local authority to deliver free places) **or** require parents to pay a registration fee as a condition of taking up their child's free place.

### **Additional charged nursery hours**

- Charged hours – For children who do not receive any funding, use all their funding elsewhere or who wish to attend more than the 15 hours funding entitlement, we charge £5.40 per hour (£81 per week).
- The school will only offer 15 additional hours, no more or no less, taking a nursery place from 15 hours to 30 hours.
- Invoices are issued half termly with payment required the week prior to the half term starting. This can be by childcare voucher or through the parent portal. Our hourly rate is the same for all families whether or not they are claiming 15 or 30 hours funding entitlement.
- Fees are still payable where a child does not attend their session.
- The Brindishe Schools must ensure their invoices are clear, transparent and itemised, allowing parents to see that they have received their free entitlement completely free of charge and are able to fully understand the structure of fees paid for additional hours.

## Voluntary contribution for activities

Parents and guardians may be invited to make voluntary contributions to extend the value of the school's funds. This enables the schools to be spending their allocated funds on products and services that directly benefit the children such as teaching and support staff, equipment and furniture.

School trips, visits, and practical activities enhance the pupils learning, enrich our teaching, and offer the children a wide variety of learning experiences that cost the school money. These activities are made possible through voluntary contributions of parents and guardians.

Examples of voluntary contribution requests include

- Non-residential school trips
- Visits to indoor and outdoor venues
- Enrichment activities such as theatre companies & drama groups

The total cost of an activity includes transport costs, activity costs, and costs for accompanying adults divided between the numbers of eligible children participating.

The amount each parent / guardian will be asked to contribute as one off payment each year is £20, which will cover the trips/experiences for the year

Where there are insufficient contributions to make the activity viable, the activity will be cancelled or additional contributions will be requested.

Clubs are organised and managed through a 3<sup>rd</sup> party Sportacus. If the school has organised a club, then the cost of tuition and clubs is consistent across all Brindishe schools and for each pupil, the costs of existing school organised clubs are available from the school office

## Payment and Refunds of clubs and tuition

- All clubs or tuition fees must be paid fully and in advance of the start of the club.
- Families where children are **currently** entitled to free school meals will need to pay only 50% of the cost.
- Non-payment by the start date will lead to loss of the place.
- If a child is unable to attend an activity for **any reason** any contribution made will not be refundable as the school will still have to pay the cost of that child's attendance at the activity
- Refunds will not be offered for absences, school visits or changed minds/changed child care arrangements.
- Refunds will only be given if a child is required by the school to leave a club or to discontinue their tuition

## Remissions policy

Chargeable activities including School Journey will be offered at 50% reduction for children who are currently entitled to free school meals or who are 'Looked After' (in the care of the Local Authority) or are the children of Service Personnel.