

# Instow Community Primary and Preschool

## Charging, Remissions and Arrears Policy

This Policy describes the circumstances when the parents of children at this school will be asked to pay for school activities, when they will be asked to make a [voluntary contribution](#) to costs and when they will not be asked to pay or contribute.

It also describes [Remission](#); when costs will be waived for children from low income households.

Text that is [underlined in blue](#) indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this Policy, please ask for advice from the school

## Charging and Remissions Policy

### Description of this policy

1. Equality and safeguarding statements
2. Introduction
3. Responsibilities
4. Policy Statement
5. Voluntary Contributions
6. Optional activities outside the school day
7. Education partly during school hours
8. Music tuition
9. Residential trips
10. Remission
11. Calculating charges
12. Policy version
13. Contacts for further information

## 1 Equality and Safeguarding Statements

### 1.1

This school and Devon County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. This policy will be subject to an Impact Assessment which will be integral to all reviews.

### 1.2

We and our partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.

## 2 Introduction

### 2.1

The purpose of the 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 charge.

The Policy has been informed by the Department for Education Guidance "Charging For School Activities" which was last updated in May 2018.

## 3 Responsibilities

### 3.1

The head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy from time to time to ensure that it meets with current guidance from the Department for Education.

## 4 Policy Statement

### 4.1

All education that are a part of the National Curriculum for compulsory school age children and take part during school hours is free. This includes any materials, equipment, and transport to take pupils between the school and the activity. The only exception to this is some individual or small group music tuition.

## 5 Voluntary Contributions

### 5.1

We will ask parents to make a voluntary contribution towards costs for activities during the school day which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. The head teacher or teacher will also make it clear to parents that there is no obligation to make any contribution.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient voluntary contributions are received, we may have to cancel or curtail activities or trips.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge in these circumstances the school may ask for a voluntary contribution from parents.

## 6 Optional activities outside of the school day

### 6.1

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum. Examples are sports activities, theatre visits and extended day services such as the before and after school club. Charges will be based on the cost incurred less any specific funding received, except the before and after school club which will be charged at a commercial rate.

## 7 Education partly during school hours

### 7.1

A charge will only be made for the activity outside school hours if it is not part of the National Curriculum. The list below includes activities that would require a voluntary contribution as they are deemed to be 'optional extras'.

- museum visits
- sporting activities that incur transport costs
- outdoor adventure activities
- visits to or by a theatre company
- musical events

## 8 Music Tuition

### 8.1

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing where the tuition is not part of the National Curriculum but is regarded as an 'optional extra'.

## 9 Residential Trips

### 9.1

Where the school organises a residential trip within the school week, and the daily activities link to the National Curriculum, we will not charge for the educational element. However, there will be a charge for the board and lodgings and we will ask parents for the full travel expenses and contribution to the activities as this is beyond the scope of the school budget.

We also make it clear that all deposits for residential trips will be non-refundable.

## 10 Remission

### 10.1

When parents are informed about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of any of the following benefits (pupil premium) will be exempt from paying the full cost of board and lodging:

Income Support

income-based Jobseeker's Allowance

income-related Employment and Support Allowance

support under Part VI of the Immigration and Asylum Act 1999

the guaranteed element of Pension Credit

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 run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

(The criteria that entitle families to an exemption from paying for the full cost of board & lodgings has been aligned with free school meals criteria, school is able to use pupil premium funding). A maximum of 50% may be subsidised and this will be at the discretion of the Headteacher.

All families will be able to use the savings scheme which spreads the cost of such trips over a longer period of time.

The Governors have agreed that children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Headteacher, so that no child is discriminated against. All applications for support/special consideration should be made direct to the head teacher and confidentiality will be guaranteed.

## 11. Calculating Charges

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 pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.

## 12. Preschool Charges

The Pre-school is open 5 days per week from 08.45-14.45/15.15, term time only.

We offer morning, afternoon or all-day sessions. A morning session is from 08.45-11.45, an afternoon session is from 11.45-14.45 and an all-day session is from 08.45-14.45. There is the option to stay on at the end of the afternoon session for an additional 30 minutes and leave at 15.15. This time coincides well for those children who also have siblings at the school.

Children can start Pre-school from the half term of their 3rd birthday, unaccompanied by an adult. However, some parents like to integrate their children at a gentle pace and will stay with their child in order to settle them in. Some children have already been to a Nursery/Child-minder, or left with a relative and are quite happy to be left. It is up to each family to make the choice.

All children receive up to 15 hours free Early Years Funding per week (570 hours over 38 weeks of the year) from the term after their third birthday. Some working families may be able to claim an additional 15 hours of free funding per week giving them 30 hours of free Early Years Funding per week (1140 hours over 38 weeks of the year) subject to eligibility. Please refer to the HM Government website

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

The school year is slightly longer than 38 weeks, so if your child has accessed all their funded hours during the autumn and spring terms, they will have used their full entitlement of hours before the summer term ends. This will mean that some of their hours during the summer term will be charged at the hourly rate detailed below. We will let you know during the first part of the summer term how many funded hours your child has available for the remainder of the school year and how many hours you may have to pay for.

From Sept 2023, our charges are:

2 year olds: £5.50 per hour

3 year olds: £5.00 per hour

4 year olds: £5.00 per hour

Those parents who wish their children to remain in preschool until 15.15 instead of 14.45, in an all-day or afternoon session, will be charged for the additional 30 minutes as follows:

2 year old child: £2.75

3 and 4 year old child: £2.50

Hours can be claimed from your Early Years funding entitlement if available for you.

Please ask about this.

Those children attending an afternoon/all day session are able to purchase a freshly cooked school dinner at a cost of £2.45 per day.

We kindly ask our Pre-school families if they would make a termly voluntary contribution which goes towards the cost of purchasing our daily healthy snacks and materials for additional activities. This does not cover the school dinners.

Termly Voluntary Consumables Charge:

For children attending 3 or more sessions a week: £12.00 per term

For children attending 2 or less sessions a week: £10:00 per term

Information for families with 3 children attending preschool

For the third child in pre-school, whether third in a pre-school aged family or third of triplets, for example.

£3.00 per hour = £9.00 per session 08.45 – 11.45 or 11.45 – 14.45.

The Pre-school is registered with Devon County Council for Two-Year-Old Funding.

Depending on financial status some parents may be able to claim this funding for their 2-year-old. To find out if you qualify you will need to visit

[www.devon.gov.uk/twoyearoldfunding](http://www.devon.gov.uk/twoyearoldfunding) or call 0345 155 1013

All extra hours will be charged for.

All absences will be charged for, as the running costs of the pre-school remain the same, unless the child requires a hospital stay.

Pre-school sessions must be booked in at the start of each term. Provision for additional hours on a day-to-day basis can be made providing that spaces are available.

Please read the GRANT FUNDING POLICY as there is strict criteria on what can be counted as NON-ATTENDANCE, by Devon County.

All absences must be signed by the parent/carer on a form which a member of staff will give to you. If you phone the school before 08.45, or send an email to [admin@instowcps.co.uk](mailto:admin@instowcps.co.uk) stating the reason for your child's absence, we will complete the form for you.

Children staying all day or attending for an afternoon will need to bring a packed lunch and drink unless having a cooked school meal. Please place a freezer cooler pack in your child's packed lunch bag to ensure that food remains chilled.

### 13. Arrears

When considering arrears, the school is balancing the social welfare of the child with the duty to manage County Council money appropriately and effectively. In situations where money is outstanding, the school budget has to be used to clear these debts. This is money that would otherwise be used to improve education and outcomes for all children at Instow and most stakeholders would agree this is unacceptable especially in the

current climate of budget cuts and higher costs. Due to this, governors have decided to introduce the following process in relation to arrears.

- Any outstanding balance should be paid within 7 days of receiving notice, either by email, message or invoice
- Money should be paid using the ParentPay system or by cheque made payable to Devon County Council . If cash payments need to be made, these should be placed in a clearly named envelope and handed to a member of the office staff. All payments will be recorded.
- If circumstances change, please notify the office staff and they will endeavour to come to a payment option that is agreeable to all parties involved. Confidentiality will be assured.
- Where payment is not made as described above, a reminder will be sent by the administrator.
- If a payment is still outstanding, a weekly reminder will be sent by email, letter or sent home via the child. If after 4 weekly reminders the balance of the debt has not been cleared or greatly reduced, a formal letter from the Headteacher will be sent to the parent/carer requesting that the child, depending on the nature of the debt, either:
  - brings a packed lunch from home
  - Is unable to attend any additional preschool sessions
  - Is unable to attend before-school sessions (Sunrise Club)
  - Is unable to attend any trips or residentials unless full payment is made up front

Until the debt is cleared or a payment plan is agreed

- If the debt reaches an amount of £100 or more, a formal letter from the Headteacher will be sent irrespective of weekly reminders
- If all attempts to recover the debt are unsuccessful, the parents/carers will be advised that the school will need to refer the matter to Devon County Council client support who will follow up with the appropriate action to recover the arrears

### Policy version:

This policy was determined by the Governing Body on 27.01.25. It will be reviewed and determined annually.

## Contacts for Further Information

**Instow Community Primary and Preschool**

01271 860545 [admin@instowcps.co.uk](mailto:admin@instowcps.co.uk)

**The Department for Education (DfE)**

0870 000 2288 [www.education.gov.uk](http://www.education.gov.uk)

**The Education Funding Agency (EFA) - Bristol**

0370 000 2288 [www.education.gov.uk/b00199952/educationfundingagency](http://www.education.gov.uk/b00199952/educationfundingagency)