

Underhill School and Children's Centre



Charging Policy

Date Adopted: 1 October 2015

Last Review: 19 October 2019

Review Date: October 2020

Cycle: Annual

1. Introduction

The Education Reform Act 1988 made it a legal requirement for the Governors of all schools to write a charging policy.

The Governing Body of Underhill School and Children's Centre recognises the valuable contribution that the wide range of additional activities, including clubs and visits can make towards the personal and social education of pupils.

The Governors aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

2. Purpose

In order to ensure that correct procedures are followed and no pupil is excluded from a visit or journey because they cannot afford to pay, a clear charging and remission policy must be known and understood by all parents.

3. Guidelines

No charge can be made for education in school hours although voluntary contributions can be requested. Voluntary contributions are sought towards the cost of the running of the swimming pool and towards the expenses incurred during school outings.

4. Governors reserve the right to levy charges for the following

- a. Music tuition that is not prescribed as part of the National Curriculum. Charges will be made for music, instrumental hire and tuition. Grants may be available to cover part of the costs from the Barnet Arts Educational Trust (BEAT).
- b. Transport, entrance fees and education fees out of school hours. These are termed 'optional extras'. The consent of parents and a willingness to meet extra charges will be sought before any bookings are finalised.
- c. Nursery childcare outside of any free entitlement available to 3 and 4 year olds.
- d. Nursery lunches for children whose place is funded by EYVF if the funding does not meet the cost.
- e. Nursery lunches for children whose parents are in receipt of 30 hour nursery funding.
- f. Nursery lunches for children where parents have opted for their child to stay for lunch
- g. Breakfast and after school care, including late collection of pupils.
- h. Enrichment activities after the end of the school day.
- i. Damage to or loss of books and or school equipment.
- j. Wilful damage to school property

5. Childcare places in Nursery

- a. Childcare fees are charged as per our price list in appendix A. These fees are reviewed annually and we will notify you with one month's notice of any changes.

- b. Parents/carers are required to pay a deposit of the equivalent of 2 week's sessions.
- c. If your child has a fee paying place in our Nursery you will need to provide us with at least one month's notice of your intention to end your child's placement with us or to decrease the number of sessions you have requested. If insufficient notice is given you will be responsible for the full month's fees for your child from the date of any change. Notice of changes/termination of agreement must be given in writing or by completing our "Notification of Changes" form.
- d. No refund will be given to periods where your child's day care placement is unfilled due to illness.
- e. No fee is charged when the nursery is closed due to bank holidays, staff training days, nursery fixed holidays or inclement weather conditions.
- f. It is the parent/carer's responsibility to apply for either the FEE2 or 30 hours free entitlement. Parents are required to pay for lunches if they are entitled to 30 hours childcare.
- g. In cases where payment for childcare is late without prior arrangement, your child's place may be terminated for chargeable sessions. In the first instance your holding deposit will be used to cover outstanding debt and then your child's place may be suspended until payment is received. If the holding deposit is used you will be required to pay a further deposit before the place is reinstated. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts may be pursued through the small claims court.

6. School Meals

Unless your child is entitled to receive free school meals, universal free school meals, or you choose for them to bring in a packed lunch, then the school will charge a daily fee for the cost of a meal.

7. Free School Meals

In order for your child to receive free school meals you are required to provide official proof of your eligibility on an annual basis. Failure to do so will result in you being charged for any meals taken by your child.

8. Extra Curricular Charges

Where an external provider runs a lunch time or after school club parents will be asked to pay the cost as identified by the external provider, and pay either directly to that provider or via the school's online payment portal. The school will then pass the payment to the external provider.

9. Residential trips

On residential trips, held within school time and arranged by the school, full or partial remission will be applied for, through a charitable trust made for board and lodging costs for pupils whose parents make written requests through the

Governing Body. All other full or partial remission will be at the discretion of the Head teacher and Governing Body.

Charges can be levied for certain 'Optional Extras' out of school hours and, where applicable, the Governing Body will levy appropriate charges on parents for such items as:

- a. pupil's travel costs,
- b. pupil's board and lodging costs,
- c. materials, books, instruments and other equipment,
- d. non-teaching staff costs, including board and lodging, where staff are specifically engaged for the purpose of providing the chargeable activity,
- e. extra curricular 'Clubs'.

to cover all costs, but without exceeding the cost of provision.

10. Voluntary Contributions

Although there is no obligation to pay, the Governors reserve the right to request voluntary contributions for activities during school hours including visiting theatre groups, day visits and school journeys. The contributions requested will not exceed the cost of provision as no pupil should subsidise any other pupil.

Termly swimming contributions are an example of one of the payment items requested termly. They are a very important contribution as we receive no extra funding to help us maintain the pool.

Funds to subsidise activities are limited and the Governors intend to monitor the situation carefully. If parents not in financial need choose to exercise their right not to contribute to such activity then they may have to cease.

11. Deposits

The Governing Body reserves the right to request deposits for payment items.

12. Late payment fees\debt collection policy

In cases where payment is late without prior arrangement, your child's place may be terminated for chargeable sessions. In the first instance your holding deposit will be used to cover outstanding debt and then your child's place may be suspended until payment is received. If the holding deposit is used you will be required to pay a further deposit before the place is reinstated. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts may be pursued through the small claims court.

13. Late collection policy

If you arrive to collect your child from school from their prescribed pick-up time (including Nursery) or afterschool club and are more than 15 minutes late you may be subject to charges as your child may have to be taken to our after-school club. See Appendix B

o. Staff Discount

Governors agree that current staff will be entitled to a 50% discount on fees for Breakfast Club, After-School Club and Enrichment activities. They will not be subject to any subsequent reduction for 2nd or further children in the family.

p. Notice of increase in fees

If we need to increase prices, we will give notice of one month.

The above policy is subject to review by the Governors annually.

APPENDIX A

Nursery Fees Term Time Only

We offer a limited number of free 30 hour places in our 3 and 4 year old room.

3 and 4 year old places (with 15hours FEE)

Full Day 8.45 am – 3.30pm £30.00 per day
(inclusive of lunch)

Morning or afternoon session £22.50
(excluding lunch)

Lunch £7.50 per session
(places permitting)

Breakfast and After School club

Please book places to ensure that there is availability

Breakfast club
7.30am – 8.45am £3.75 per day
(including breakfast)

After-School club
End of School – 4.30 pm £5.50 per day
End of School – 5.50 pm £10.50 per day
(including tea)

Late Fees Every 15 minutes £5.00

2nd and subsequent children in a family subject to a 50% discount of full fee

APPENDIX B

Dear Parents and Carers,

Late collections

Unfortunately, we are experiencing a high number of late collections each day with some parents not collecting their children for up to an hour after the school day has finished. As I am sure you will agree, this is not fair as there are children who go to After School Club, whose parents are paying for the extra session time.

We charge for late collection, from the following finish times:

Nursery:	Morning session	11.45am
	Morning session with lunch	12.30pm
	Afternoon session	3.30pm
R-Y6:	2.30pm or 3.20pm depending on your chosen finish time	
Afterschool club:	5.50pm	

The penalty charge will be added to your School Money account and the cost is as follows:

0-15 mins late	£5
15-30 mins late	£10
30-45 mins late	£15
45-60 mins late	£20

We do understand that sometimes lateness cannot be avoided and if you have called the school to inform us that there is an issue, we will not need to charge a penalty to you. However, if this happens regularly you will be liable for this charge.

We will keep you informed if we have any concerns about your child's attendance and punctuality. If you are experiencing any difficulties please come and talk to us and we will do all we can to support you and child. We are here to help.

Thank you for co-operation in this matter. If you have any questions, please do not hesitate to ask,

Yours sincerely

Mrs Jenny Matthews
Headteacher (Interim)