



# Hilldene Primary

## Charging & Remissions Policy

This policy was written and adopted in May 2019  
The policy to be reviewed in May 2020

Written & Adopted : May 2019

To be reviewed : May 2020

This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.

## **HILLDENE PRIMARY SCHOOL**

### **CHARGING AND REMISSIONS POLICY**

Hilldene Primary School's Governing Body has adopted the Local Authority's Charging and Remissions Policy. Our policy is as follows:

#### **Music Tuition and Hire of Musical Instruments**

Pupils who are learning to play an instrument within a group, with a member of the Peripatetic Music Team will be charged a proportion of the cost of those lessons. (See Appendix 1 for charges). Payment is made in advance at the end of the preceding term.

A pupil receiving an individual lesson will bear the full cost as per LA charges.

#### **Materials and Cooking Ingredients**

No charge is levied for any materials eg. art, design technology or ingredients used by pupils during lessons or extra curricular clubs.

#### **Residential Visits**

Each year residential trips are organised for pupils in Year 5 and 6. We do subsidise the cost of these trips by paying the initial deposit, together with an additional balancing sum and covering transport costs from the school budget by using Pupil Premium funding. We ask parents/carers to contribute a voluntary contribution for the remaining balance of these trips. Should insufficient voluntary contributions be received, these visits may be cancelled. Allowance is made for parents/carers in receipt of relevant benefits to pay a further reduced sum.

Sufficient notice (up to one year) is given to allow for regular instalment payment. These payments are recorded on an individual pupil payment card. Contributions are accepted at any time within the specified time scale.

If there were to be a change of circumstances whereby the school has surplus funds related to a residential visit, refunds will be issued if this surplus amounts to more than £5 per head.

#### **Educational Visits taking place during the school day.**

Parents/carers are asked to make a contribution to cover the cost for their child's share of the total expenditure. This will be discussed on an individual basis.

If necessary, the school will financially support school trips through a subsidy from the main delegated budget.

Without parents' / carers' contributions the viability of the trip is in question and may result in cancellation. Educational visits are planned so that no profit is made.

If there were to be a change of circumstances whereby the school has surplus funds related to an educational visit, refunds will be issued if this surplus amounts to more than £5 per head.

### **Milk Money**

Parents/carers of Foundation/KS1/KS2 children are charged a set amount of money (identified by the LA) each term if they wish their child to have a carton of milk each day. Payment is made directly to Cool Milk. Children under 5 years of age or who are entitled to Free School Meals make no payment.

### **Children accepting a full time (30 hours) Nursery place to cover the cost of midday supervision**

Parents/carers will be asked to pay half termly in advance a daily amount to cover the cost of midday supervision. Failure to make this payment in advance will result in a 30 hour place being withdrawn and a 15 hour place offered. For 2019/20 parents will be given the option of taking their child home for lunch.

### **Lettings**

The school may consider lettings in line with its agreed Lettings Policy. (See Appendix 1 for charges).

### **Families on Low Income**

Pupils whose parents/carers are in receipt of relevant benefits are deemed by the Council to come from families on low incomes. The school will subsidise the costs of Out of School Hours learning for families where there is a case of hardship. All cases will be dealt with in confidence by the Headteacher on an individual basis as appropriate.

### **Out of school hours clubs paid for by the School**

Payments made to providers of out of school hours clubs will be standardised to ensure a consistency (See Appendix 1 for rates).

This policy will be reviewed annually in the Summer Term by the Finance and General Purposes Sub Committee in view of the needs of our school and pupils and also to meet any changes made by LA in their own Charging and Remissions Policy.

This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.

## **Appendix 1**

### **Scale of Charges**

#### **Music Tuition and Hire of Musical Instruments**

£30 per term for each pupil taking part in a group music lesson taught by LA peripatetic music teachers through the Havering Music School. This charge includes the loan of the appropriate musical instrument.

The amount reduces to £25 per term for those pupils who supply their own instrument.

Parents are expected to make payment termly in advance

The Governing Body recognise that these rates will not cover the total cost of music tuition in school but agree to subsidise the difference from the School Budget.

#### **Breakfast Club**

Our breakfast club is open to all pupils in the school from 8.00am to 8.40am on a daily basis. From September 2018 the charges will be:

£2.00 per day for 1 child  
£3.00 per day for 2 children  
£4.00 per day for 3 children

These charges are reviewed annually in the Summer Term.

The Governing Body recognise that the amount charged per day does not cover the total costs incurred in running the club but agree to subsidise the difference from the School Budget.

At the discretion of the Headteacher, a subsidy may be applied to any child who is deemed to be disadvantaged and would benefit from attendance at the Breakfast Club.

#### **Nursery lunchtime supervision**

For 2019/20 parents will be asked to pay £5 per child per day half termly in advance to cover the cost of midday supervision. This year parents will be offered the option of taking their child home for lunch.

#### **School Milk**

Written & Adopted : May 2019

To be reviewed : May 2020

This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.

The price of milk per term is in accordance with the directive from the LA and payments are made directly by parents to Cool Milk. Cool Milk debit the school monthly for those children who are entitled to free milk.

### **Lettings**

Charges have been agreed as follows :

School hire involving non Hilldene pupils between 4-6pm during term time	£25 per hour
School hire after 6pm weekdays or weekends	
- Junior Building	£50 per hour
- Infant Building	£45 per hour
- Grounds only	Nominal charge*

\* If we receive application to use the school grounds and no energy or personnel costs are incurred by the school, the Headteacher will agree a nominal charge. The applicant will still have to follow the terms of the Lettings Policy with regard to insurance cover etc.

### **Wonderyears**

A separate charging policy is applied to Wonderyears in support of the Extended Schools Programme. The annual rate for 2019/20 is set at £4500 (note: no holiday club during the 2020 summer holidays).

### **Romford Colts**

Annual rate for 2019/20 is set at £1850.

### **Payments to individuals running after school clubs**

Payments to individual external providers have been standardised to £35.00/£40.00 per session.