



Denton Primary School

Charging and Remissions Policy (Incorporating Nursery Pricing Policy)

January 2017

Review: January 2018

Denton Primary School

Charging and Remissions Policy

1. Introduction

We have adopted a policy on charging for school activities that reflects the conditions set out in the Education Act 1996. Broadly this states that education in schools is free. As a governing body we are committed to the promotion of equality and diversity.

2. School Admission

No charge shall be made in respect of admission to the school.

3. Voluntary Contributions

3.1 Educational Visits

When organising school trips or visits which enrich the curriculum and educational experience of the child, the school may need to invite parents and carers to make a voluntary contribution towards the cost of the visit. If we do not receive sufficient contributions the visit may be cancelled. If a trip goes ahead it may include children whose parents or carers have not paid a contribution. These children will not be treated differently to the others.

3.2 Residential visits

The school is committed to the principle of residential education during the primary years. Children will have an opportunity to participate in at least one residential experience in Upper Key Stage 2. We would ask that parents encourage their children to participate in at least one of these visits.

A charge will be made for the cost of board and lodging during residential school trips. Where a trip takes place wholly or mainly during school hours pupils whose parents are in receipt of the following support payments will be entitled to remission of these charges: (section 200 Education Act 2002, amendment to section 457, Chapter 56/III of Education Act 1996)

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part IV of the Immigration & Asylum Act 1999
- Child Tax Credit (provided the parent is not entitled to Working Tax Credit)

A voluntary contribution will also be required to cover the remaining costs of the visit. If we do not receive sufficient contributions the visit may be cancelled.

Payment for residential visits should be made as outlined in communication pack sent to parents/carers.

4. Practical Activities

For certain practical activities parents may be invited to make a contribution towards the cost of materials. Where a contribution is requested it would normally be on the understanding that the finished product may be taken home.

5. Musical Tuition

A charge will be made for instrumental music tuition provided to small groups of pupils by peripatetic music teachers. To secure a place for a child, payment is required at the start of the charging period. A place will not be confirmed until payment is received and a term's paid notice is required if a parent requests that their child ceases lessons.

6. Visits by outside organisations

Where a visit by an outside provider is arranged to enhance the curriculum, a voluntary contribution may be requested. If we do not receive sufficient contributions the visit may be cancelled. If a visit goes ahead it may include children whose parents or carers have not paid a contribution. These children will not be treated differently to the others.

7. Swimming

The school organises swimming lessons for children in Key Stage 2. It may be necessary for us to ask for a voluntary contribution towards the costs associated with this. All children will take part regardless of whether or not a contribution has been made.

8. Clubs

The school offers additional clubs and sports coaching, some led by outside providers. These activities take place at lunchtime or after school. Charges for these activities are made by the provider.

9. Breakfast and After School Club

Payment is required at time of booking, preferably 24 hours in advance and on a printed form. If bookings are made via e-mail, or at short notice then payment should be forwarded to the School Office on the following day. If payment is not received parents/carers will be invoiced giving 7 days to make payment. If payment is still not received Section 3 (Credit Control) of the Income Policy will then be enforced.

10. Remissions

We do not wish to see a child's opportunities to fully participate in school life to be restricted by financial difficulties. Please contact the Headteacher should this be the case. Any request for help will be treated sympathetically and in complete confidence.

January 2017

Review: January 2018



Denton Primary School

Vicarage Lane, Denton, Northampton.NN7 1DT.
Telephone/ Facsimile: 01604 890330

Executive Head: Jill Gardner

Website: www.dentonprimary.net

Email: head@denton.northants-ecl.gov.uk

bursar@denton.northants-ecl.gov.uk

NURSERY PRICING POLICY, TERMS OF BUSINESS AND FEES – Academic Year 2016/2017

Payment: The Nursery is open during term times only. Invoices will be sent out monthly, at the end of the month, and payment is due immediately.

We will accept payment by cheque, cash or childcare vouchers.

Notice of Termination: We require one month's written notice in advance, or one month's fees in lieu of notice.

Holiday/Sickness: As the Nursery is only open during term times, Nursery children will be expected to attend throughout the term – fees are always payable whether the child attends or not. However, the Nursery will, of course, give consideration in the event of any special circumstances (e.g. medical appointments or illness) that may impact on attendance over the longer term.

Late Collection Charge: The Nursery reserves the right to charge additional fees at 15 minute intervals, or to terminate a child's place if there is persistent late collection.

Late Payment/Dishonoured Cheques: These will attract an administration charge of £20, and a further £10 for each month that the fees remain outstanding. We do understand that there are occasions in which people run into genuine financial difficulty – in this case please advise our Headteacher immediately in writing and she will contact you to discuss this.

Note: Payment of fees is the responsibility of the signatory on the registration form, as are any collection charges which may be incurred in the recovery of any outstanding monies.

Grant: The Free Entitlement Nursery Grant is payable to all 3 or 4 year olds that meet the criteria as set by Northamptonshire County Council in the "Contract Between the Family and the Provider of the Free Entitlement to Early Learning and Childcare".

Charges: The charge for lunchtime is to provide cover only. Please remember that, if staying for lunch, your child either needs to be provided with a packed lunch (clearly named) that contains no nuts or nut products. Alternatively, an order for a cooked lunch will need to be placed online, with Live Kitchen, by 9.00am on the morning that the meal is required (current cost £2.25 per meal).

Sessions – Mondays to Fridays – Term time only - September 2016

9.00 – 12.00	12.00 – 1.00	1.00 – 3.30
£3.70 per hour	£2.50	£3.70 per hour

Fee Increases: We will try to keep any increases to a minimum, however if one is necessary, it will be made, in September, in writing.

NCC Free Entitlement Grant: This will be deducted from all bills, as appropriate, and will be shown on your invoice. Grant funding is only for a maximum of 15 hours per week for the funded weeks during the term, up to the total allowed, as per the “Contract between the Family and the Provider of the Free Entitlement to Early Learning and Childcare”.

Please be aware that the hours in each funding block vary, according to the length of the terms, and that funding is only available in the term **after which** a child is 3.

Contact Details

Denton Primary School,

Vicarage Lane,

Denton,

Northampton.

NN7 1DT.

01604 890330

bursar@denton.northants-ecl.gov.uk

Ofsted Registration No: 121814