

Lady Katherine Leveson CE Primary School

‘To learn, love and live with joy.’

Charging & Remissions Policy

March 2025

Approved by LAB: March 2025

Next review : March 2028

1. Vision

‘Learning, loving and living with joy’

We work for:

- Joy and fulfilment in aspirational learning for everyone
- Joy in loving one another as God loves us.
- Joy filled lives where everyone is included and celebrated for who they are.
- Joyful worship, celebrating God’s goodness and inspiration in us.
- We look to the Gospel of John 15:11 (NIV) to guide our school’s work:

2. Values

Compassion	Reconciliation	Friendship	Joy	Community	Stewardship	Respect
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We value all of our children for who they are and for the talents and interests they bring with them. Our school values are the cornerstones for our vision, helping us to nurture and develop our pupils as lifelong learners and good citizens, who will contribute to making strong communities and a better world.

3. Purpose

The purpose of this policy is to ensure that there is clarity of process and rationale in terms of charging and remissions and to ensure that there is a document to which all can refer.

4. Rationale

It should be clear to all involved with school which charges are compulsory charges and which are voluntary contributions.

5. Key Principles

Where a compulsory charge applies, the school has adopted a zero tolerance approach to debt. See debt policy for further detail.

6. Payment

All monies to be paid to school via Arbor Payments Portal. Parents / Carers will be notified separately of any charity collections where cash may be collected.

Education Act Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

Appendix A

1 a– Nursery/ Care and Play

Care and Play is an optional child care service offered by Lady Katherine Leveson CE Primary School. The fees are compulsory and apply to any child wishing to attend. Current fees are available from the school office or from Care and Play staff. The following terms and conditions are applicable and must be adhered to:

- All fees are payable monthly, in advance, via Arbor Parent Portal.
- The invoice must be paid by the date stated on it.
- A £10 surcharge will be made for late payment of invoices and will be added to the next childcare bill (or invoiced separately if necessary).
- Failure to pay the invoice will result in the exclusion of the child until full payment is made. If payment is not made within two week's the place may be withdrawn and offered to another child.
- No child will be accepted at the club without the completed Medical form, Agreement form and Child Information Record.
- Full fees are charged for absence and early collection of a booked session.
- We are registered to accept childcare vouchers.
- Fees are charged on a "per child, per session" basis.
- If you need to cancel your place, 4 weeks notice **must** be given by contacting the school office via email. If cancelling within the 4-week notice period, the standard charge will still be incurred. If cancelling more than 4 weeks ahead of the session, a full refund will be given
- Adhoc bookings are possible at a minimum of 24 hours' notice, subject to places being available.
- Alterations to bookings are subject to availability and a minimum of 24 hours' notice.
- Children must be collected at the agreed time or extra charges will be applied (£5 for every five minutes that a child is late to be collected). If your child is due to attend any Lady K Care and Play session /nursery and is unable to do so for any reason, we request that you notify us as early as possible so that we can amend the register. If your child is to be collected by anyone other than the usual person, written consent must be given, whether this is a regular occurrence or adhoc. In extenuating circumstances, a phone call will be accepted as notification. A password will be required.
 - Payment must be made by debit/ credit card via the Arbor Parent Portal. All sessions must be pre-paid for.
 - Payment can be made by childcare vouchers or Government tax free schemes.
 - If it's an urgent on the day booking, payment will be required within 3 days of the date the session was taken

1 b - Lady K Kids Club

LadyK Kids Club is an optional child care service offered by Lady Katherine Leveson CE Primary School. The fees are compulsory and apply to any child wishing to attend. Current fees are available from the school office or from Care and Play staff. The following terms and conditions are applicable and must be adhered to:

- No child will be accepted at the club without the completed Medical form, Agreement form and Child Information Record.
- Full fees are charged for absence and early collection of a booked session.
- We are registered to accept childcare vouchers.
- Fees are charged on a "per child, per session" basis.
- If you need to cancel your place, 4 weeks notice **must** be given by contacting the school office via email. If cancelling within the 4-week notice period, the standard charge will still be incurred. If cancelling more than 4 weeks ahead of the session, a full refund will be given
- Adhoc bookings are possible at a minimum of 24 hours' notice, subject to places being available.
- Alterations to bookings are subject to availability and a minimum of 24 hours' notice.

Children must be collected at the agreed time or extra charges will be applied (After 1 late arrival, parents will be charged **£10.00** per late arrival, plus a surcharge of **£10.00** per 15 minutes after 6pm)

- If your child is due to attend any Lady K Care and Play session /nursery and is unable to do so for any

reason, we request that you notify us as early as possible so that we can amend the register. If your child is to be collected by anyone other than the usual person, written consent must be given, whether this is a regular occurrence or adhoc. In extenuating circumstances, a phone call will be accepted as notification. A password will be required.

- Payment must be made by debit/ credit card via the Arbor Parent Portal. All sessions must be pre-paid for.
- Payment can be made by childcare vouchers or Government tax free schemes.
- If it's an urgent on the day booking, payment will be required within 3 days of the date the session was taken

2 - School Meals

School Meals are an optional service offered to all children at Lady Katherine Leveson Primary School. Payment of school meals is compulsory however if the parent or guardian is in receipt of one or more of the benefits below they may be eligible for Free School Meals:

Income Support

Job seeker's Allowance-Income Based (JSA(IB))

Income Related-Child Tax Credit

Support under Part VI of the Immigration & Asylum Act 1999

Income Related-Employment & Support allowance (ESA)

Guaranteed Element of State of Pension Credit

Parents or guardians who meet the qualifying criteria should contact the school office who can advise on how to make an application for Free School Meals through the Local Authority. Up to date school meal prices are available from the school office. The following terms and conditions are applicable and must be adhered to:

- All meals must be paid for in advance.
- Failure to pay for school meals taken may result in a child being stopped from receiving a meal until full payment is made. In this event, parents and guardians must be prepared to provide their child with a packed lunch to eat in school.
- Application for Free School Meals must be completed via the Local Authority as soon as the parent/carers is eligible. Claims for free school meals cannot be made in retrospect.
- Universal Free School Meals - From September 2014 all pupils in reception, year 1 and year 2 will be offered a free school meal (FSM) as part of a government initiative to ensure that children get the nutrition they need across the whole school day. In this school a child can request a meal on a daily basis. However, if a child regularly takes a school meal and intends to stop, for logistical reasons all parents/carers are requested to give one week's notice.

3 - Pupil Activities

Activities offered as an essential part of the National Curriculum will be provided free of charge. The school may invite voluntary contributions for activities which are offered wholly or mainly during normal teaching time. No child should be excluded from any such activity on the basis of non-contribution.

4 - Remissions

For activities during or outside the normal school's hours the school will operate a Remission policy whereby parents having genuine difficulty in making payment will be encouraged to contact the Head Teacher and asked to make a reasonable contribution dependent on circumstances. The school's aim is that no child will be denied an activity because of parents' inability to pay.

5 - Extra Curricular Clubs

Extra Curricular clubs are optional to children. Optional activities provided wholly or mainly outside normal school hours may be charged for at the discretion of the school and Governors. The charge should not exceed the actual cost.

6 - School Uniform

School sells some second hand uniform items and payment can be made via the school office.

7 - Music Tuition

Music tuition is an optional activity open to children in KS1 and KS2. The cost is compulsory and payable termly in advance. The tuition is purchased via the Solihull MBC Music Service on an termly basis. If a child wishes to cease their music tuition at least one terms notice is required, and parents/carers may be asked to pay the full annual cost. Music tuition charges are available from Solihull MBC Music Services.

8 - Swimming

School invites contribution to the transportation of this activity. No child will be excluded from any such activity on the basis of non-contribution.

Appendix B – School Trips, Visits and Activities

Parents or legal guardians may be asked to contribute to specific costs incurred, up to the actual cost for each child. An example would be (say) a trip to Warwick Castle, cost of castle entrance and transport would be chargeable to parents/guardians. To comply with the Act, any charge to parents / carers must be described as a 'voluntary contribution'. The Act stipulates also that 'failure by a parent / legal guardian to promise to make a voluntary contribution will not affect the participation of their child(ren) in whatever event is arranged.' Lady Katherine Leveson CE Primary School will follow these procedures:

- a) Monies for trips or events shall be requested to be received in school at least one week in advance in order to allow time for cancellation of the trip / event if necessary
- b) The voluntary charge for each trip or event shall be described as a 'voluntary contribution' but parents / legal guardians will be expected to pay for the full specific cost of their child(ren)s outing
- c) The finances of the school are such that unless the overwhelming majority of parents voluntarily contribute the full cost of their child(ren)'s school trips, the school will find itself unable to continue with the trip / event

Appendix C – Hall Hire

CONCESSIONARY SCHOOL ROOM HIRE CHARGES: Academic Year 2024/2025

£25.00 per hour - Min of £60 for a Casual Letting. Monday to Friday only.

Weekends or long term letting fees negotiable and in agreement with LAB/Head teacher

Appendix D – Field Hire

Pitch Hire at £25 per match

Weekends or long-term letting fees negotiable and in agreement with LAB/Head teacher