



Austrey and Newton Regis  
CE Primary Schools  
Charging and Remissions  
Policy

*Becoming the person God made me to be:  
living, learning, loving.*

*"I praise you because I am fearfully and  
wonderfully made" Psalm 139:14*



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## Our Vision

Austrey and Newton Regis Church of England Schools are small schools at the heart of their rural communities. They have a living Christian foundation that follows the teaching and example of Jesus who reached out **in love** and drew in everyone, whatever their status or struggles, beliefs or views.

Created to be like God, we are all individual, different, and precious. As school families, we treat everyone with **dignity**, seeing each person as a vital stroke in the creation of the masterpiece which is our school **community**. We **love** and welcome everyone, supporting them in the ups and downs of life and giving them **hope** for a bright future in their lives and **learning**. **Living** like Jesus, we think and act with **generous** and **forgiving** hearts in the strategic and day to day life of the schools, so that everyone can flourish. **Trusting** in God and the teaching of the bible, we are building a culture of **trust** in which everyone can feel safe; confident that their spiritual, emotional and academic needs will be met and that their **uniqueness** will contribute to the **unity and wholeness** of Newton Regis and Austrey Church of England Primary Schools.

### **Rationale:**

The Headteacher and Local Academy Board (LAB) recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Headteacher and LAB aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

## CONTRIBUTIONS

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity. **If sufficient contributions are not received the activity may have to be cancelled.**

## CHARGES

The LAB reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e., Residentials)
- Wrap around care - breakfast club and afterschool clubs
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.

## Music Tuition

Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

## Ingredients or Materials for Practical Subjects

Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The LAB may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

### **Lost School Equipment, Books etc**

Parents will be expected to replace or pay for the cost of lost items of School property.

### **Breakages and Damage to School Buildings, Furniture or Property**

Parents will be charged for damage caused as a result of a pupil's behaviour.

### **Residential Activity**

The DfE in its guidance to School Governors states that "For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel. However, charges will be made for board and lodgings in these circumstances." Where children are eligible for FSM the cost may be supported from school funds, by prior agreement with the Headteacher.

### **Photocopying**

Any photocopy that is requested by parents relating to their child, under 'Freedom of Information Act', will be charged at 15p per sheet and 25p for any colour printing.

The LAB may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the LAB from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time.

Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

### **Newton Regis Nursery**

Newton Regis CE Primary School Nursery children are entitled to a funded place for 15 hours per week from the term after their third birthday, or 30 hours if parents have a 30-hour code.

Funded sessions are available from 9.00 am until 12.00 pm and 1.00 pm until 3.00 pm Monday to Friday. The Nursery is open term-time only and is closed for teacher training days. The free entitlement is 15 hours per week, or 30 hours per week. Any additional hours will be charged for.

- 9.00 am - 12.00 pm £16.50 or funded
- 12.00 pm - 1.00 pm £5.00 NOT funded if a child is only attending the morning

- 1.00 pm - 3.00 pm £11.50 if attending 15 hours
- 9.00 am - 3.00 pm £33.00 or £5.00 if funded with a 30-hour code

Children attending between 12.00 pm and 1.00 pm can either have a school lunch at a cost of £2.80 on top of the £5.00 or bring a packed lunch.

For information including when your child is entitled to receive the 15 hours free entitlement contact the Warwickshire Early Years Entitlement Team Warwickshire Nursery Education Funding Team on -01926 742235, email [eyfunding@warwickshire.gov.uk/childcarecosts](mailto:eyfunding@warwickshire.gov.uk/childcarecosts) or visit the website on [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk).

Regulations prescribe that children become eligible for free early years provision on the dates set out below:

|                                                        |                                                                                           |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------|
| A child born in the period                             | Will become eligible for a free place                                                     |
| 1 <sup>st</sup> April to 31 <sup>st</sup> August       | 1 <sup>st</sup> September following child's 3 <sup>rd</sup> birthday (Autumn school term) |
| 1 <sup>st</sup> September to 31 <sup>st</sup> December | 1 <sup>st</sup> January following child's 3 <sup>rd</sup> birthday (Spring school term)   |
| 1 <sup>st</sup> January to 31 <sup>st</sup> March      | 1 <sup>st</sup> April following child's 3 <sup>rd</sup> birthday (Summer school term)     |

### Equalities Implications

- The opportunity of on-site wraparound care will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life.
- The provision of quality nursery places for 3 and 4 year olds will help parents to return to work, education and training. This will support families in reducing the impact of poverty.

### Additional Sessions and Costs

Extra sessions/days outside of your funded hours will be allocated on a first come first served basis, and must be arranged in advance. A half term's notice will be required if parents wish to cancel additional sessions. The cancellation of the 15 hour free entitlement sessions can be made at any time. If you would like to increase your sessions, this will be subject to availability of spaces and adequate staffing levels.

We accept fee payment in several ways:

- Tax-Free Childcare
- Direct to the Bank

Invoices are raised half termly and payment is required within 4 weeks. If payment has not been received within 4 weeks of the date of the invoice then the child's chargeable sessions at the nursery may be offered to another child and a late payment penalty of 10% will apply.

### **Cancellation Policy/illness**

Once you have booked a paid session/day, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays. This also applies to Lunch Club. You do not have to pay for funded places if your child does not attend, as the funding is in place for your chosen days during the term, but it would be appreciated if you could telephone school to inform us of any absence.