



Moor First School

Charging and Remissions Policy

Introduction

The aim of the policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested for parents. Guidance is based on the Education Act 1996: Sections 449-462

The Governing Body of the school are responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher (and/or Governing Body)

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Charges

a) board and lodging on residential visits

b) the proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras) to meet the costs for:

- travel
- materials & equipment
- non-teaching staff costs
- entrance fees
- insurance costs

c) individual or group tuition in the playing of a musical instrument

d) re-sits for public examinations where no further preparation has been provided by the school

e) costs of non-prescribed examinations where no further preparation has been provided by the school

f) any other education, transport or examination fee unless charges are specifically prohibited

g) breakages and replacements as a result of damages caused wilfully or negligently by pupils

h) extra-curricular activities and school clubs

i) Letting of the school premises or grounds

j) Extended school care activities such as breakfast club, after school club, "wrap around" nursery provision and community swimming.

k) Charges for materials or ingredients where the pupils wish to have the finished product

Consideration will also be given by the Headteacher and Governing Body to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)
 - This will be agreed on an individual case basis.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

a) *Income Support*;

b) *Income Based Jobseeker's Allowance*;

c) *Support under part VI of the Immigration and Asylum Act 1999*;

d) *Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190.*

e) *The guarantee element of State Pension Credit*

f) *Support under part VI of the Immigration and Asylum Act 1999*

g) *In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)*

h) *Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive.*

Where the school is in receipt of pupil premium funding for individual pupils those families will be supported by the school to ensure all children access the full range of curriculum and extra curriculum opportunities on offer, in order to support both the personal and academic development of pupils. However, if any other families feel they are suffering hardship they are actively encouraged to make contact with the school to discuss this with the Headteacher. If the school feels it necessary, they will support such families or arrange a payment plan where this may be helpful

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- a) school trips and visits
- b) visiting specialists such as theatre groups, craft specialists and sports instructors.

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher

The charges and remissions for Moor First School will be reviewed annually in the summer term.

Signed _____ Head Teacher _____ Date

Signed _____ Chair Of Governors _____ Date

Moor First School Nursery Childcare Registration and Agreement Form

Please complete this form and return it to the School Office. This form must be completed by someone who has parental responsibility.

Family Details

Child's Full Name		
Preferred or familiar names		
Date of Birth		Birth Certificate Presented N / Y
Parents / Carers Names	Mother : Father: Others:	
Address:		
Telephone Numbers:	Home: Mobile: Work:	
Email Address:		
Name of people allowed to collect you child: (Person must be over 16 years of age)		
Password:		

Health Information

Doctor's Name, address and telephone number:
Does your child have any special health requirements?
Any known allergies? (e.g. food, animals etc.)
Does your child have any special dietary requirements?

Consent Information

Please sign that you are willing to give your consent for	Signatures:
Photography to be used in school only	

Photography to be used in School publicity Material e.g. website, newspaper's (not Named)	
Class / Whole School Photography	

Other Information

Ethnic Origins:	
Language:	
Religion	
Other Medical Information:	

External Funding Information:

Term: _____

Parents Name and D.O B: _____

Parents National Insurance Number: _____

Code for extended Funding: _____

Extra Hours required: _____

Not eligible for the extra free hours but would like to pay for extra sessions at £8.25 per session _____ (number of sessions/hours)

Sessions required:

(please note that this is for the whole term and cannot be changed on a weekly bases)

	Monday	Tuesday	Wednesday	Thursday	Friday
P.M					

Payment Terms:

Invoices will be raised at the beginning of each half term and most be paid within 10 working days of the invoice date. If payment is not received then you may loss you child's place. Credits will be given for emergency school closures.

Print: _____

Signed: _____

Date: _____

Moor First Nursery Terms and Conditions

Admission

A completed Childcare Agreement Form is required to secure your child's place.

Fees and Invoices

Childcare accounts are payable monthly, in advance for a calendar month of childcare. Accounts are payable by cheque made payable to "Moor First School" or cash. Invoices will be issued in the week preceding the start of the month and will be due for payment on the 1st of the month. Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding after 5th of the month. Any parent or carer whose fees remain unpaid after 5th of the month, without prior agreement of Head Teacher, risks their child's place at the nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a £25 administration charge. Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays. Be aware that the number of days childcare provided each month may vary. School holidays and staff training days will not be charged for. School Holidays will be deducted from the invoices accordingly. If you expect to be late collecting your child please notify the nursery as soon as possible. In case of default on payment the school reserves the right to apply a £50 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate. The school is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The school will give parents and carers two months' notice of increase of fees which will normally be reviewed in April.

Opening times

The school sessions run from 08.45 to 15.15 Term time only.

Termination, cancellation and change of sessions

One month notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form. The school reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

Insurance

The school has extensive insurance cover for nursery based activities and outings. Details of the insurance may be requested from the School Office. The Certificate is displayed in the school office.

Personal property and belongings

The school cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

Liability

The school accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the school being temporarily closed or the non-admittance of your child to the school for any reason. We accept no responsibility for children whilst in their parent's care on school premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Accidents and illness

The school reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents. If emergency treatment at hospital is required the school will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent form. We may require parents to withdraw their child from school in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend school nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at anytime. One month notice will be given of any changes made.

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed (parent)

Print name:Date: