

Huttoft Primary & Nursery School

Charging & Remissions Policy



Huttoft Primary & Nursery School (Academy)

'Building Foundations, Enabling Discovery, Broadening Horizons'

In accordance with the 1996 Education Act, the Governors of Huttoft Primary School operate the following regulations in relation to charging for school activities.

All children receive a free school education.

All activities occurring wholly, or mainly during normal teaching time are available to all pupils, regardless of their parent/carers' ability or willingness to help meet the costs.

All parent/carers may be invited to make a voluntary contribution (donation) towards the cost of their child's activity but there is no obligation to contribute and no pupil will be treated differently because of little or no contribution.

The School, however, reserves the right to cancel an activity if contributions are insufficient.

Listed below is a breakdown of activities that Huttoft Primary & Nursery School offers and how the Governors' Charging Policy affects those activities.

Nursery

Huttoft Primary & Nursery School supports the statutory free Early Years provision for eligible 2, 3 and 4 year olds.

2-year-old can get free childcare if you get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have a statement of special education needs (SEN) or an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

All 3 to 4-year-olds in England can get 570 free hours per year. It's usually taken as 15 hours a week for 38 weeks of the year, until they reach compulsory school age. Working parent/carers who meet the Government's eligibility criteria may be entitled to up to 30 hours free provision.

Nursery sessions run from 8.30am until 2.45pm daily during school term time; sessions will also run from 8:30 until 1:30. Parent/carers are asked to agree to additional hours for a big term in advance (ie two short Lincolnshire terms).

Parent/carers can extend their child's day in school further by booking them into our after school provision (please see below for information).

All invoices must be settled within five working days of the dated invoice.

From September 2021 all payments must be made in advance.

If payment is not received, the child's will not be able to attend for the additional hours at Nursery. This will not affect their entitlement to their free entitlement. Refunds will not be made for non-attendance.

Charges

£5.50 per hour for Nursery 1 children

£4.50 per hour for Nursery 2 (Pre-School) children

Payment is required where a child is sick or off ill. Where a child has a hospital appointment and evidence can be provided to staff or a child has spent time in hospital, no charge will be made.

One month's notice in writing is required to reduce a child's hours. One month's notice in writing is required to cancel your child's nursery provision; where notice is not given parent/carers will be invoiced for the month.

Instrumental Music Tuition

Instrumental lessons are taught either individually or in groups of between 2 and 4 pupils as an optional, but non-essential, addition to National Curriculum Music. In accordance with Section 451 of the Education Act, 1996 a charge for this teaching can be, and is made. However, parent/carers in receipt of certain Benefit(s) may be eligible for a reduced charge in accordance with the Lincolnshire Education Authority's Remission Scheme for Instrumental Teaching. Parent/carers are advised to contact the Office if they consider they may be eligible.

The charge for 2020/2021 is £60.00 per term, thus the annual total per pupil is £180.00.

Instrumental Music Examinations

Parent/carers to pay these costs in full, as these are neither National Curriculum requirements nor a necessity of the Instrumental Music lessons.

Swimming

A weekly per capita voluntary contribution or 'donation' is requested to cover the cost of coach travel and admittance to the pool. For 2021/2022 this remains at £5.00.

Swimming badges/certificates may be purchased through the School. Parent/carers are notified in writing of the amount due and a deadline by when monies should be paid – prior to an order being placed. This gives parent/carers the choice of whether or not to purchase. These payments will be made through ParentMail.

Extended Provision (Clubs)

As these take place out of normal school hours, charges can be levied. All costs go towards non-teaching staff extra hours wages, licences/repairs or replacement of resources and equipment, certificates, ingredients etc.

All clubs are pre-bookable and should be done through Parentmail the week before the scheduled session.

Charges

Breakfast Club £4

After school

- up to 3:30 £4
- up to 4:30 £6

Curriculum Visits, Visitors & Experiences

Due to the nature of our new curriculum, we are committed to ensuring each new project starts with a memorable experience. A specific per capita voluntary contribution or 'donation' is requested in a letter to parent/carers at the time the event is being organised. The calculated amount is based on the cost of the visit divided by the number of eligible pupils.

Residential Visits

When this takes place mainly out of normal teaching time, a charge is made.

Parent/carers in receipt of certain universal tax credits, who request a place on the trip for their child, may be helped financially by the School. When a Journey takes place in the normal teaching time, a 'donation' is requested.

Freedom of Information Act

Parent/carers requesting information under this Act will be charged 30p per copy, the full cost of the postage (including Recorded Delivery where used) and the extra hours staff wages at £15.00 per hour. The cost must be paid in cash in full on receipt of an invoice from the school prior to release of the papers.

Breakages/Damage to School Property

Where a breakage or damage to school property is a result of a pupil's misbehaviour parent/carers will be asked to pay a contribution or the full amount towards the cost of replacing the defaced or damaged item (e.g., book, window, chair).

Loss of School Property

Items loaned to pupils e.g., books, equipment, musical instruments etc, which become lost may need to be paid for in full or with a voluntary contribution according to the circumstances surrounding the loss.