

# Livingstone Primary School

## CHARGING POLICY

### Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the costs to the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

### Lettings

See Lettings Policy.

### Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a full copy of an OFSTED report, personal phone calls or personal photocopying and copies of photos taken in school.

### Damage/Loss of property

In cases of loss or damage to equipment including school books on loan to children, the Head Teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and their discretion.

### Extended Day Provision.

These are facilities that provide for children 11 and under which operate during one or more of the following periods.

- Before School
- After School

### Before and After School Club

#### Booking a place for your child

Please book direct with the after school club co-ordinator or at the school office.

Occasional or one off places may also be available – please ask the office for details.

### Fees

#### Breakfast Club

- ❖ £3.00 per session. Children in receipt of Free School Meals (NOT Universal Free School Meals) are charged a reduced rate of £1.75 per session (those parents in receipt of external funding support from other agencies e.g. college childcare funding do not qualify for the reduced rate).

#### After School Club

- ❖ £3.00 per hour. Children in receipt of Free School Meals (NOT Universal Free School Meals) are charged a reduced rate of £1.75 per session (those parents in receipt of external funding support from other agencies e.g. college childcare funding do not qualify for the reduced rate).

#### Late pick up charge (after school)

- ❖ £2.50 per 15 minutes or part thereof.

Payment in full is required, in advance, on weekly basis. Cheques should be made payable to Livingstone Primary School. Payments need to be made at the office in a named envelope please. Emergency bookings will be taken in the school office and payment will need to be made on the day.

If there are any problems with payments please contact the School Finance Manager to discuss the issue. Your enquiry will be dealt with in confidence but you will be asked to sign an agreed schedule of payments. We will always pursue outstanding fees and you will not be allowed to carry forward a debt for longer than one week.

Those parents who are repeatedly paying in arrears will be subject to having future bookings removed and payment will be required in advance with all subsequent bookings i.e payment must be made at the time of booking.

### Cancellation / Non attendance

If you no longer require a place for your child at the club, we do require 24 hours notice of cancellation. This is so that we can make arrangements to offer the place to someone else.

Fees will be charged for one hour if a session is booked but not attended.

If a child is off school poorly; no charge will be made for sessions booked for that day.

### **Security/Collection of children**

The club is based in the school. Both the outside and inside play areas are secure and we request that parents/carers close both the external gates when dropping off and collecting children.

If you are arranging for someone unknown to the staff to collect your child please make sure you inform the staff – passing on information through a child will not be acceptable.

### **Late pick up**

If the person collecting the child is unavoidably delayed they must inform the club as soon as possible. **If you are late you will be charged at £2.50 per 15 mins or part thereof.**

If the child has not been collected within 1 hour and parents/carers have not informed the staff of the delay, we will be required to inform the Multi Agency Support Hub (Social Care) and the child will be handed over to their care.

Staff reserve the right to refuse to accept the booking of a child into the Extended Day Provision Club (After School Club) if on more than one previous occasion, without due cause, children have been collected after the club has closed for the day. Parents / Carers will be informed of this decision in writing and all subsequent bookings removed.

### **After School Activities Clubs**

Late Fees

After school activities clubs: Children must be collected promptly from all after school activities. Any child not collected promptly will be taken to After School Care and Late Fees will be charged.

### **Equal Opportunities**

We aim to challenge discrimination in all areas of the club activities. We are strongly committed to positive action and will counter discrimination in all aspects of our work with children, families and others.

Equal opportunities will be considered in all aspects of the service that the club provides. Offensive language or behaviour to any particular group will not be tolerated in any form.

### **Safeguarding**

The club works in partnership with parents/carers and respects confidentiality. However, the Children Act 1989 places a clear responsibility on childcare and education establishments to ensure they work with other agencies to safeguard and promote the welfare of children.

Concerns raised within the club should be reported in the first instance to the teacher responsible for Safeguarding –Ruth Lavender, who will then make any appropriate investigations/referrals.

### **Health and Safety**

To ensure the safety of all children the following will apply:

- ❖ Incident and accident forms will be completed and parents/carers advised
- ❖ Serious incidents involving danger to others may result in your child being excluded from the club
- ❖ Regular fire drill will be carried out
- ❖ A No Smoking policy will operate on the whole site (this comes into force from the main gate)
- ❖ Risk assessments will be regularly completed on activities.
- ❖ Generally medication will not be administered without prior consultation with the play leader and the relevant medical consent being completed.
- ❖ Staff must be advised if a child attends the club with an existing injury and a written record will be made.
- ❖ Mobile phones should not be used within the school.

### **Behaviour and Discipline**

We encourage the children to behave responsibly, be courteous to each other and the staff.

For behaviour management procedures please refer to the Behaviour Management Policy.

We will not tolerate:

- ❖ Aggressive behaviour towards others
- ❖ Children leaving the site without supervision
- ❖ Physical or verbal bullying
- ❖ Discrimination in any form
- ❖ Destruction of property

### **Parent/Carer complaints**

If you are unhappy with anything in the club you should raise the matter with the play leader in the first instance. If this is not possible you can contact the Headteacher.

If you do not feel that your issue has been resolved then you can contact the Chair of Governors of Livingstone Primary School through the school office.