



'Together we believe,
achieve and succeed'



**Featherstone All Saints
C of E Academy**

North Close,
Featherstone,
Pontefract
WF7 6BQ

Tel. 01977 780225

E-mail: headteacher@allsaints.wakefield.sch.uk

Head teacher: Mr Jones

CHARGING AND REMISSIONS POLICY

Introduction

This policy outlines the underlying principles and values central to the ethos of Featherstone All Saints C of E Academy. It promotes the rights and responsibilities of our learning community based on respect, fairness and social inclusion. This policy describes circumstances under which we may make a charge and how we will ensure any charges that are made will be to cover costs and not make a profit.

Featherstone All Saints C of E Academy recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards education. Featherstone All Saints C of E Academy promotes and provides these activities as part of a broad and balanced curriculum for all students.

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Academy.

No learner may be left out of an activity because their parents or carers cannot or will not make a contribution of any kind.

The aims of the charging and remission process is:

- to make activities accessible to learners regardless of family income
- provide a process which allows activities to take place at a minimum cost to parents or carers and learners.

We do not charge for any activity undertaken as part of the national Curriculum with the exception of individual or group music tuition.

School Dinners

School meals are currently provided by our catering partner ISS. Healthy, fresh nutritious meals are prepared on site daily that offers our students a wide choice.

Universal Infant Free School Meals - Since September 2014 pupils in Reception Class and Year 1 and Year 2 are entitled to Universal Infant Free School Meals. Parents are asked to confirm whether they would like their child to receive a free school meal.

For the Academic year 2017-18, school meals are available for pupils in KS2 (Years 3-6) at a cost of **£2.10 per day, £10.50 per week**.

A consistent meal pattern should be adopted and parents are requested to provide 2 weeks written notice for any changes to meal type.

Pupils of parents in receipt of certain benefits as listed in the exemptions section below may be eligible for Free School Meals. A record of pupils entitled to free school meals is maintained and regularly reviewed. The record is kept confidential. Please contact the main office if you think your child may be entitled to receive this benefit.

Parents are asked to pay in advance for school meals, for a minimum of a full week. If a pupil is subsequently absent, for example due to illness, no charge is made and any balance is rolled-over to the following week. However, any meal booked and not cancelled before 10am, for example if a pupil goes home ill, will have already been ordered with the kitchen and will have to be paid for.

Dinner money balances are retained on ParentPay and are available for parents to check through logging onto their ParentPay account.

Arrears are promptly identified and outstanding balances are pursued via emails sent via ParentPay. If the debt is not cleared within 2 weeks a letter is posted home requesting that the debt be cleared. If this has still not been cleared after another week, a second letter is sent to inform the parent that the pupil will no longer be able to have a school dinner until the debt has been cleared.

- **Step 1:** £10.50 (1 week in arrears) Email sent via ParentPay
- **Step 2:** £21.00 (2 weeks in arrears) Email and Letter home requesting the debt to be cleared.
- **Step 3:** £31.50 or more (3 weeks in arrears) Second letter and further email is sent informing that the pupil will no longer be able to receive a school meal until the debt is cleared.

When step 3 has been reached and a student presents at school without a lunch from home, at the school's discretion in the short term (a maximum of five days / 1 week), a student will be provided with two slices of bread, a piece of fruit and water.

In line with Featherstone All Saints C of E Academy Bad Debt Policy all bad debts are reviewed monthly and where necessary outstanding debts are referred to the academy's Governing Body Resources Committee to determine whether the academy should take court proceedings via the county court or whether to write off the bad debt.

School Milk

Milk for the under-fives is free until the beginning of the term in which the child turns five. Please refer to the academy term dates for this academic year. All children in the academy also have access to water whenever they are thirsty, we request that each child has their own bottle, please ensure this is of the sports variety, with the 'lift-top'. These are available to purchase from the academy at a cost of £1.70, or can be provided from home

The academy operates a scheme whereby orange or apple juice can be purchased at £1 per week. Payment will be made via ParentPay.

Children in receipt of certain benefits as listed in the exemptions section are entitled to free school milk. These are ordered by the academy on behalf of the eligible pupils and are available daily. If you are eligible and would like your child to receive free milk please inform the academy office in writing so that milk can be ordered for your child.

Academy Trips / Visits / Residential

When organising academy trips, visits or visitors which enrich the curriculum and educational experience of the children, the academy invites parents to contribute to the cost of 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.

The academy may subsidise a visit from the Academies Fund at the discretion/agreement of the Governors. The subsidy applies equally to all parents.

If a parent wishes their child to take part in an academy trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the academy pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The academy provides this information on request.

The following is a list of additional activities organised by the academy, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums; bird/animal sanctuaries, etc.
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events
- Visitors into the academy.

In the unlikely event that a child is absent on the day of the visit, recoverable costs will be reimbursed. On all visit letters, recoverable costs will be stated.

Residential Visits

If the academy organises a Residential Visit in academy time, the academy will charge for costs to cover board, lodgings and activities (on costs determined by the provider – currently Robinwood Activity Centres) and travel costs. A non-returnable deposit is requested to secure a place.

If a child's place is cancelled by the parent, money will be refunded in accordance with the refund made by the Residential Provider – the non-returnable deposit will not be refunded. In the extreme case of a child's place being cancelled by the academy, all monies paid will be refunded.

In the case of over demand for places, parents will be made aware of the selection procedure to be taken. Any excess deposits will be refunded and a reserve list created. All costings and payment requirements will be fully explained to parents.

Where there is a surplus of less than £5 per pupil on a visit account and less than £10 on a residential account the balance will be transferred to the general academy account and will be used for the future benefit of all pupils in academy. If the total surplus on a visit account exceeds £5 per pupil or exceeds £10 per pupil on a residential account then the balance will be divided by the number of paid pupils and the amount returned to each paid pupil.

Music Tuition

All children study music as part of the normal academy curriculum. We do not charge for this. Currently, the school funds the **First Access Wider Opportunities** whole class weekly violin sessions in Year 4.

There is a charge for individual or small-group music tuition, since this is an optional additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. The Music Service make a charge for these lessons (reviewed annually), but parents and carers in receipt of state benefits are exempt from payment for one instrument. We give parents and carers information about additional music tuition at the start of each academic year.

Peripatetic Music Tuition is available to pupils in KS2; this is provided by Wakefield Music Service. For the Academic Year 17-18 Pupils receiving tuition by WMDC will be charged a flat rate of £62.00 per term (£186.00 per year)

Payment is required termly in advance, payable directly to Featherstone All Saints C of E Academy. An invoice will be posted home and payment will be made via ParentPay.

Reminder letters are issued on a fortnightly basis with a Final Reminder issued at the end of the term. Where no payment is received after the final reminder the pupil will be asked not to attend and to return any loaned instruments. Outstanding debts are referred to the academies Governing Body Resources Committee to determine whether the academy should take court proceedings via the county court or whether to write off the bad debt.

Charging for Materials

Baking money is requested on a regular basis in Early Years and Key Stage 1. This is a charge of 50p per week. For this activity payment will be made by cash.

Breakfast Club

The academy offers a Breakfast Club starting at 8.00am each morning during term time and costs £2.50 per day. Payment for this activity is payable in cash daily.

Parents do not have to pre-book attendance at breakfast club although we do ask that payment is daily.

Swimming

The academy organises swimming lessons for pupils in Year 4. These lessons take place in academy time and are part of the academies' taught curriculum. We make no charge for

this activity. We inform parents and carers when these lessons are to take place and we ask parents for their written permission for their child to take part in swimming lessons.

After School Clubs

The academy sometimes provides after school clubs, including the services of a qualified sports coach, where parents are asked for a contribution towards the cost of resources.

It is necessary for the academy to make a charge for these clubs and so children attending these sessions may be asked to contribute financially toward the cost of the sessions.

A club offer letter is sent to parents in advance, each half term outlining available clubs and the cost for each. Clubs can be paid for online using the facilities on ParentPay. Clubs are available on a first come first served basis.

It is not possible to reimburse parents when a pupil is absent from the academy or if they decide to drop out of a club once they have secured a place.

On occasions teacher led / outside agency clubs may need to be cancelled due to staff absence. Where possible these sessions will be re-scheduled either to a different day or over a lunch time.

The academy is unable to offer any exemptions or discount for pupils eligible for FSM to attend After School Clubs.

Flexible Offer for Nursery Children – Extra paid sessions

Currently all 3 and 4 year olds are entitled to 15 hours of free early education over 38 weeks.

The academy can provide eight additional places to parents who qualify for the new government scheme entitling them to the further additional 15 free hours of early education.

The academy also provides additional paid sessions (flexible offer). Parents choosing to purchase extra paid sessions to meet work or other commitments over and above the 15 free hours government entitlement are issued with an Invoice fortnightly in advance from the academy detailing the extra sessions. The current cost is **£3.50 per hour** which is in line with other providers in the area and must be paid promptly, within 1 week using Parentpay.

- **Step 1:** 1 week in arrears - Email sent via ParentPay
- **Step 2:** 2 weeks in arrears - Email and Letter home requesting the debt to be cleared.
- **Step 3:** Second letter and a further email is sent informing that the pupil will no longer be able to attend the chargeable sessions until the debt has been cleared.

Eligible parents that are entitled to the further additional 15 hours of free entitlement taken up at All Saints C of E Academy and children who opt for the 2½ days will be charged a daily lunch rate of **£3.50 per hour (£2.60 for 45 minutes)** + school lunch **£2.10 per day** (a packed lunch can be provided from home).

Parents can request ad-hoc hours for unforeseen circumstances and will be invoiced as the hours are taken and are requested to be paid immediately.

Parents who require additional paid sessions are required to sign the parental/nursery agreement This outlines payment terms and conditions for the academy and parents. APPENDIX 1.

Parents are requested to notify any changes to their requirements, in writing, within 2 weeks of each half term starting. This allows for invoices to be prepared and gives parents the opportunity to pay in a timely manner.

Children with SEN requiring extra sessions may incur additional costs. Each case will be reviewed individually to ensure the child's needs can be met.

All parents are required to complete a Parental Agreement Form which allows the academy to access the funding for the universal free education. Failure to complete this form will result in the academy losing funding and will in an invoice being issued to the parent/carer for the hours completed in our nursery.

Arrears are promptly identified and outstanding balances are pursued via emails sent via ParentPay. If the debt is not cleared within 2 weeks a letter is posted home requesting that the debt be cleared. If this has still not been cleared after another week, a second letter is sent to inform the parent that the pupil will no longer be able to attend the chargeable sessions until the debt has been cleared.

In line with Featherstone All Saints C of E Academy Bad Debt Policy all bad debts are reviewed monthly and where necessary outstanding debts are referred to the academies Governing Body Resources Committee to determine whether the academy should take court proceedings via the county court or whether to write off the bad debt.

ParentPay

Arrears are promptly identified and outstanding balances are pursued via email.

Where there is an outstanding balance and the debt is not cleared within 2 weeks a letter is posted home requesting that the debt be cleared. If this has still not been cleared after another week, a second letter is sent to inform the parent that the pupil will no longer be able to participate in the activity until the debt has been cleared.

For all outstanding debts on ParentPay a detailed report will be produced for the governors at each Resources Committee meeting to determine whether the academy should take court proceedings via the county court or whether to write off the bad debt.

Damage / Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of academy property (including premises, furniture, equipment, books or materials) the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Exemptions

Parents who have applied and are eligible for Free School Meals (FSM) i.e. because they are in receipt of the following benefits are exempt from paying certain charges:

Universal credit in prescribed circumstances (the government plans to prescribe these circumstances when universal credit is fully rolled out).

- Income support.
- Income-based jobseekers allowance (IBJSA).
- Support under part VI of the Immigration and Asylum Act 1999.
- Child tax credit, provided that the family's income as assessed by HMRC does not exceed certain limits.
- The guarantee element of state pension credit.
- An income-related employment and support allowance.

Further details and an application form for are available from the academy office - all queries are dealt with confidentially.

Please note that exemptions do not cover parents whose children are eligible for free school meals based on age i.e. pupils in Reception Class, Year 1 and Year 2 who qualify for Universal Infant Free School Meals.

Payments / Refunds

The academy uses ParentPay as its main form of managing payments from parents. ParentPay has a facility to pay electronically for dinner money, flexible nursery provision, trips, clubs and peripatetic music tuition. Parents are encouraged to pay via this online facility.

There may be times when a trip is cancelled and a refund is necessary or at the end of the year there may be a surplus dinner money balance and a refund applicable. When refunds are made these will be by ParentPay.

Penalty Notices (Fines for Unauthorised absences)

Featherstone All Saints C of E Academy follow Wakefield Council's guidelines on issuing penalty notices.

Monitoring and Review

Featherstone All Saints C of E Academy will regularly review the appropriateness of the Charging Policy and report on the financial implications to the Resources Committee during the academic year.

Agreed by Governors September 2017

Review Date August 2018

Signed: _____ Chair of Governors. Date: _____

Signed: _____ Head teacher. Date: _____

APPENDIX 1

Featherstone All Saints C of E Academy

Parent/Carer Agreement to take up the Free Early Years Entitlement Flexibly

Name of Child:

Date of Birth:

Attendance applied for: e.g.

		Monday	Tuesday	Wednesday	Thursday	Friday
Sessions of Attendance	am				✓	✓
	pm			✓	✓	✓
Extra Lunch Session					✓	✓

Parental Agreement

I will:

Make sure my child arrives at the Nursery for the start of the session (9.00am or 12.45pm)

Collect my child on time, at the end of the session (12.00pm or 3.45pm)

Contact the academy as soon as possible, by phone or in writing if my child is absent.

Pay my fees within two weeks of receiving my half termly invoice.* Date given on invoice.

Support the Nursery Policy guidelines for behaviour.

Inform the academy as soon as possible with regards to change of address, contact numbers etc.

Give at least half a term's notice re changes to times required.

I understand that:

Sessions are booked for the term and the days cannot be changed as places are limited and there is little flexibility.

Fees are not returnable for absence.

For parents who are entitled to 15 hours of free provision provided by the setting. Our first priority is to ensure that all children are able to receive their 15 hours free entitlement – therefore, this may result in the cancellation of any flexible offer hours previously allocated.

Secondly, priority will be given to parents to support work or training needs.

School lunch can be provided at an extra cost or a healthy packed lunch can be brought.

I can opt to let my child stay for lunch at the beginning or end of a session. A pro rata of the hourly charge plus lunch costs apply (a healthy packed lunch can be brought).

Priority will be given to children staying all day.

If at the academies discretion, I book any ad hoc sessions extra to those detailed above then I will be invoiced for these and the invoice will become payable on the day the hours are taken.

If, I do not pay my invoice on time the option to receive the flexible and/or additional hours will be removed.*

Parent/Carer Signature: _____

Date: _____

Academy agreement

Attendance Agreed: e.g.

		Monday	Tuesday	Wednesday	Thursday	Friday
Sessions	am				✓	✓
	pm			✓	✓	✓
Extra Lunch Session					✓	✓

The academy will:

Issue a parental invoice prior to each half term for the pattern of attendance agreed above less the free entitlement hours of 15 hours per week.*

Issue a parental invoice for any ad hoc hours as they are taken up.

Provide secure care and a stimulating environment.

Encourage children to socialise and take a full part in all activities.

Encourage children to take care of their surroundings and others around them.

Give children the opportunity to rest when they need to.

Contact parent/carer as soon as possible if we are concerned about their child's well being.

Offer a broad and balanced curriculum which meets the needs of all children.

Welcome parent/ carer into the life of the academy and keep them informed about general academy matters.

Make sure lunchtimes are relaxed and enjoyable.

Endeavour to meet emergency needs wherever appropriate.

**Hourly Rate: £3.50 per hour

**Lunch Rate: £3.50 per hour (£2.60 for 45 minutes) + school lunch £2.10 per day or packed lunch from home.

Academy Signature:

Date:

PLEASE SIGN SHEET 1 AND RETURN BOTH SHEETS TO THE ACADEMY

* When applicable

** Costings as at January 2018