



# **CHARGING & REMISSION POLICY**

September 2023

## **1. INTRODUCTION**

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the Hackney Education policy and Department for Education (DFE) guidance and agreed by the Governing Body of Jubilee Primary School.

## **2. AIMS**

The aims of this policy are to explain:

- The variety of sources from which the school may generate income aside from funds officially delegated by the local authority and government, donated funds, contributions and funding bids; and
- The collection and administrative procedures, including credit control and debt recovery.

## **3. DEFINITION**

Income may be generated subject to the provision of the Education Act 1996. No charge may be made for admitting pupils to maintained state schools. During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument. Unless the teaching is an essential part the National Curriculum syllabus being followed by the pupil(s).

The school day is defined as: 9.00am-12.10noon and 1.10pm-3.30pm (KS1); 9.00am-12.30pm and 1.30-3.30pm (KS2). The nursery full-time hours are 9.00am-3.30pm and part-time hours are either 9.00am-12noon or 12.30pm-3.30pm.

## **4. RESPONSIBILITIES**

The Head Teacher will ensure that staff are familiar with and correctly apply the policy. The governors will review the policy annually or as necessary.

## **5. SCHOOL VISITS AND OTHER ACTIVITIES**

We believe that the curriculum is enriched by educational visits and other activities such as visiting drama groups or storytellers and these come with a cost to the school. To cover the costs the Head Teacher and Governing Body of Jubilee Primary School ask for parental contributions towards these extra school activities. Wherever possible, teachers will aim to organise trips that are free of charge, including applying for free travel through the Transport for London School Travel Scheme. However, where charges do apply we will ask for a contribution from families towards covering the cost. In these circumstances no pupil will be prevented from participating because his/her parents or carers cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

When a child is admitted to Jubilee all parent/carers sign an admission form giving permission for their child to leave the premises and go on school trips as part of the curriculum. Trips further than the school locality will always be preceded with a specific consent form with full details of the trip.

## 6. ACTIVITIES OUTSIDE OF THE SCHOOL DAY

Jubilee provides a range of extended school childcare and extra activities.

### 6.1. ACTIVITIES ORGANISED BY THE SCHOOL

Each term a variety of sports, music, science and arts activities will run for 10 weeks both before and after the school day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. These activities will be offered free of charge however, attendance will be at the discretion of the Head Teacher based on a selection criteria. In making the selection for these activities we will use criteria which include: gifted and talented, engaging girls in sport, childhood obesity, the need to reflect the diversity represented in our school and the needs of children in the school who receive Pupil Premium funding. We will also consider whether or not a child has had an opportunity of joining the activity before.

### 6.2. ACTIVITIES ORGANISED BY EXTERNAL PROVIDERS

A small number of before and after school activities are organised and run by external providers on the school premises. The current list of providers, their activities and contact numbers can be found on the school website. If you are interested in booking a place for your child on one of these activities you should contact the provider directly and arrange bookings and payments directly with them.

### 6.3. JUBILEE SCHOOL CHILDCARE

#### BREAKFAST CLUB

Open every day of the school academic year from 7:45am–9:00am. Breakfast and a variety of adult led activities are provided. The following conditions apply when booking a place at Breakfast Club:

- The cost **per session** from September 2022 is £4 per child.
- At the discretion of the Head Teacher the school may invite a small group of pupils to attend free of charge.
- Bookings can be made via ParentMail but we ask that parents check availability of places before booking.
- All fees must be paid in advance for a child's attendance for this provision.
- The full amount for booked days must be paid for regardless of whether or not a child attends the whole 7:45am–9:00am session.
- Any outstanding fees which are yet to be paid to the school (Dinners/Playcentre) could affect a child's place in the Breakfast Club.

#### PLAYCENTRE

Open every day of the school academic year from 3:30pm-5:45pm except for the last day of term when school finishes at 2.00pm and there is no Playcentre provision. Once a term on parent evening days Playcentre will be open from 2:00pm-5:45pm. A light tea and a variety of adult led activities are provided. From September 2022 the following conditions apply when booking a place at Playcentre:

- The cost **per session** is:
  - £11 - 1<sup>st</sup> child
  - £10 - 2<sup>nd</sup> child and other siblings (when all attend at the same time).
  - £8 - those children in receipt of eligible benefits (see paragraphs 9 and 10 of the policy).
- All fees should be paid in advance for a child's attendance for this provision.
- All children **MUST** be collected by 5:45pm. If any child is collected after this time then a charge of £1.00 may be levied for each minute after this time until they are collected.
- Any outstanding fees which are yet to be paid to the school (Dinners/Breakfast Club) could affect a child's place in the Playcentre.

Payment for both Breakfast Club and Playcentre may be made using childcare vouchers, online with ParentMail. Cash payments are not accepted.

## **7. SCHOOL JOURNEY / RESIDENTIAL TRIPS**

Charges will be made for transport, board, lodging and activities during residential school trips. The cost will not exceed the actual cost of the provision. Parents in receipt of benefits may apply for a 50% discount.

## **8. INSTRUMENTAL MUSIC LESSONS**

A charge of £6.00 per lesson (with a maximum of 10 lessons per term) will be made for instrumental music tuition unless the tuition forms part of the syllabus for a prescribed public examination that the school is preparing the child to sit, or is part of the national curriculum or the syllabus for religious education, in which case there will be no charge. New learners, eligible for the Pupil Premium grant, will be entitled to a 50% discount to the full price of instrument lessons.

Children loaned a musical instrument by the school must keep the instrument in a good condition. The cost of repairs necessary due to damage to the instrument will be charged to the parent/carer.

As a child progresses in the learning of their instrument they may be put forward for a Music Board examination. Parents/carers will be advised of the cost the examination and the charge they will be asked to pay.

## **9. CALCULATING CHARGES**

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through fundraising.

Parents/carers who qualify for support are those in receipt of eligible benefits (see 10 below). The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

## 10. SCHOOL AND NURSERY MEALS SALES

All pupils in 2023-24 receive a free school meal funded via either the Department of Education or the Mayor of London. The cost of meals to the nursery is £2.40 per meal.

Staff and adult meals will be charged at £3.50 per meal.

### Payments online

We request that all parents/carers pay for school meals with a debit or credit card via ParentMail (<https://pmx.parentmail.co.uk/>). To register on ParentMail you will need a personalised access code which can be obtained from the school office. The school meals register is updated by the school and you can view your current balance via the ParentMail website. No cash or cheque payments will be accepted for school meals.

### Payments by credit or debit card

The school may take payments by debit credit card on behalf of a parent/carer only if they have an account already set up on ParentMail. Please speak to a member of staff in the office or reception if you would like to do this.

### Free school and nursery meals

To qualify, your child must be in school and you must be receiving one of the following benefits:

- [Income support](#)
- Income based [Job Seekers Allowance](#)
- Income related [Employment and Support Allowance](#)
- [NASS support](#)
- Guarantee element of [State Pension](#)
- [Child Tax Credit](#), provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- [Working Tax Credit](#) for the four weeks after employment ends
- [Universal Credit](#), provided you have an annual net earned income of no more than £7,400

Or as may be the statutory requirement at the time.

### ***How to apply***

Applications can be made via Hackney Education's website <https://education.hackney.gov.uk/content/apply-free-school-meals> or by clicking the link below to apply and confirm your child's eligibility for free school meals.

You only need to apply once for each child. If you are not eligible now Hackney Education will continue to check your details for future entitlement against information held by the Department for Education.

- Download a [step by step guide to help you apply for free school meals/pupil premium](#)

## Apply for free school meals

If you are found eligible Hackney Education will send a notification to the school.

### Asylum seekers

Asylum seekers can apply for free school meals if they have a NASS number.

## **11. DEBT COLLECTION**

Accounts for school meals, Breakfast Club and Playcentre are reconciled on a half-termly basis. If payment is not forthcoming, the school will endeavour to recover the debt with follow up phone calls and letters. If an account remains unpaid after these reminders, further action may be required and the school may refer the debt to be recovered by Hackney Education's Legal Department. In the event that accounts for Breakfast Club or Playcentre are not settled, places will be withdrawn from these extended school provisions.

## **12. SCHOOL UNIFORM PURCHASE**

School uniform may be purchased directly online from the school uniform supplier, School Trends. Information about purchasing school uniform can be found on our school website <https://www.jubilee.hackney.sch.uk/parents-guide/parent-information/school-uniform/> or click on the link below to visit the School Trends website.

<https://www.schooltrends.co.uk/uniform/JubileePrimarySchoolN166NR>

Samples of the school uniform are kept at school. Please speak to the Administration Receptionist if you would like your child to try on a piece of uniform and check sizing before you make purchases online.

The school also sells good condition previously used uniform. Help you do your bit for the environment and keep costs down by considering buying second-hand uniform. Enquire with staff at the reception desk if you would like to know more.

School book bags can be purchased directly from the school's reception. The cost from September 2022 is £6.50.

## **13. LETTINGS**

Lettings of the school are managed by [Schools Plus](#).

## **14. JUBILEE NURSERY**

### **Free Entitlement**

From 1<sup>st</sup> September 2017 government funding free entitlement for three and four year olds attending Jubilee nursery has been extended from 15 hours to 30 hours. This new entitlement is 1,140 hours of early education for children whose parents are working and at our nursery this means 30 hours over 38 weeks, term-time only. The additional hours (government funded hours) are available to children in families where:

- Both parents are working (or the sole parent is working in a lone parent family) and;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year;

Further information on free childcare for nursery aged children can be found on the Hackney Education's website <https://education.hackney.gov.uk/section/childcare-family-support-and-childrens-centres>

### **Fees for Additional Hours for Parents only eligible for 15 hours**

Jubilee Primary School offers parents who are not eligible for 30 hours £90 per week to top up their free 15 hours to a maximum of 30 hours per week.

The Governing Body of Jubilee Primary School and Fernbank Children's Centre has a duty to ensure that all fees are paid to the school. Fees are payable in advance either monthly or weekly and as specified in the **Nursery Charges Contract**.

### **NON-PAYMENT OF NURSERY FEES**

In order to secure a full time place in the nursery, fees should be paid in advance at the beginning of each half term.

After one week of non-payment or late payment, you will receive a written letter advising of a possible suspension if fees cannot be paid by the deadline set out in your letter. Fees will still be applicable during the time the nursery suspends the place.

Two weeks of non-payment will result in withdrawal of the additional hours you are paying for and your child will not be permitted to come into the nursery for those hours until the fees are paid in full. If the fees are not paid in full after four weeks, the nursery will terminate the contract and send a letter to confirm this.

The person with parental responsibility will be pursued for nonpayment of fees and debts outstanding to Jubilee Primary School. The school will exercise its right to prosecute the debtor for non-payment after all reasonable methods have been exhausted.

In case of overdue fees or overdue late fee charge the school is entitled to charge interest and compensation at rates prevailing from time to time under the *Late Payment of Commercial Debts (Interest) Act 1998* on any sum, as well as before or any time after the judgment not paid by the person with parental responsibility by the due date. The school is entitled to charge the person with parental responsibility all and any reasonable cost incurred by the school, whether administrative, collection or legal, in recovering or attempting to recover, any payment due, by 1st of the month.