



Ladysmith Federation

Charging and Remissions Policy

This Policy describes the circumstances when the parents of children at this school will be asked to pay for school activities, when they will be asked to make a [voluntary contribution](#) to costs and when they will not be asked to pay or contribute.

It also describes [Remission](#); when costs will be waived for children from low income households.

Text that is [underlined in blue](#) indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this Policy, please ask for advice from the school.

Charging and Remissions Policy

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1 Equality and Safeguarding Statements

- 1.1 This school and Devon County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. This policy will be subject to an Impact Assessment which will be integral to all reviews.
- 1.2 We and our partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.

2 Introduction

- 2.1 The purpose of the 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 charge.

The Policy has been informed by the Department for Education Guidance "[Charging For School Activities](#)" which was last updated in October 2014.

3 Responsibilities

- 3.1 The head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy from time to time to ensure that it meets with current guidance from the Department for Education.

4 Policy Statement

- 4.1 All activities that are a part of the National Curriculum¹ for compulsory school age children,² necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials, equipment, and transport to take pupils between the school and the activity.

We will normally make a charge unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) at school,

5 Voluntary Contributions

¹ The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject.

² Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March. Children who are of compulsory school age do not have to be in school – they may be Home Educated.

- 5.1 We will ask parents to make a voluntary contribution towards costs for activities during the school day³ which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. The head teacher or teacher will also make it clear to parents that there is no obligation to make any contribution. No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge in these circumstances the school may ask for a voluntary contribution from parents.

6 Optional activities outside of the school day

- 6.1 We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education. Examples are sports activities, theatre visits and extended day services such as the before and after school club. Charges will be based on the cost incurred less any specific funding received, except the before and after school club which will be charged at a commercial rate.

7 Education partly during school hours

- 7.1 A charge will only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

A) Non-Residential

Where less than 50% of the time spent on activity falls during school hours, it is deemed to have taken place outside school hours.

B) Residential

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

8 Music Tuition

- 8.1 Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being

³ Under [The Education \(School Day and School Year\) \(England\) Regulations 1999](#), the school day is split into two half-day sessions, whatever time it starts and finishes. A school half day is any length of time up to 12 hours when the school meets, ending at noon or midnight that day. At Ladysmith Infant School, the session times are:

Morning from 9.00am to 12.00pm

Afternoon from 1.15pm for Key Stage One and 1.00pm for Foundation Stage to 3.20pm

At Ladysmith Junior School, the session times are:

Morning from 8.55 to 12.00pm for Years 3 & 4 and 8.55 to 12.30pm for Years 5 & 6

Afternoon from 1.00pm to 3.30pm for Years 3 & 4 and 1.30pm to 3.30pm for Years 5 & 6

followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).⁴

9

Residential Trips

9.1 There will be **no charge** for:

- Education provided on any visit that takes place during school hours:
- Education provided on any visit 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 religious education; and
 - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school **will charge** for:

Board and lodging (the charge will not exceed the actual costs).

10

Remission

10.1 When parents are informed about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- 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 run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

(The criteria that entitle families to an exemption from paying for the cost of board & lodging has been aligned with free school meals criteria.)

The Governors have agreed that children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Headteacher, so that no child is discriminated against. All applications for support/special consideration should be made direct to the head teacher.

11

Calculating Charges

11.1 When charges are made for any activity, whether during or outside of 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 are unable to or do not wish to pay.

⁴ For further information, see www.education.gov.uk/publications/eOrderingDownload/0184-2006PDF-EN-01.pdf

Policy version:

This policy was determined by the Full Governing Body on 12th October 2020. It will be reviewed and determined annually.

Appendix A was approved on the 8th March 2021.

Contacts for Further Information**School contact information****Ladysmith Infant and Nursery School**

01392 271596 infant.admin@ladysmithfederation.net

Ladysmith Junior School

01392 255554 junior.admin@ladysmithfederation.net

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

The Education Funding Agency (EFA) - Bristol

0370 000 2288 www.education.gov.uk/b00199952/educationfundingagency

Ladysmith Federation

Ladysmith Nursery Terms & Conditions

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- To register your child at Ladysmith Nursery you need to complete an Application Form and return it to the School Office.
 - The Nursery opens Monday to Friday from 9.00am - 3.00pm. Parents can select a total of 15 hours per week free. Some may be entitled to 30 hours per week free – an eligibility code must be produced to qualify for the 30 hours. If not eligible for free hours, additional hours can be secured through Ladysmith Nursery at a cost of £5.50 per hour and will be invoiced half termly accordingly. We recommend a minimum of 2 sessions per week. All hours are subject to availability and confirmation from the Nursery Administrator.
 - The wrap-around care (7.30am - 9.00am) and (3.00pm - 6.00 pm) is provided on site by **FISH** (Fun In School Holidays) in one of our Community Rooms. **FISH** (Telephone 08445 618847) accept children from 7.30am and drop them to Ladysmith Nursery for 9am. At the end of the nursery day, **FISH** will collect children and take them over to the Community Room until they are collected by their parents.
 - Ladysmith Nursery is open 38 weeks per year – School Term Time Only.
 - Hours must be booked termly IN ADVANCE in agreement with the School Office.
 - All fees (*if applicable*) are invoiced half termly in advance and payment should be made promptly. Individual payment arrangements will be negotiated between the Nursery Administrator and parents/carers
 - If the fees are not paid on time, the Nursery Administrator will notify the parent/carer with a formal warning, this may result in their child's place at the Nursery being forfeited.
 - If at any stage a parent misses 2 weeks payments, their child's place at the Nursery will be withdrawn. Should the parent then wish to reinstate the placement they will need to meet with the Nursery Administrator to discuss availability. Similarly, for parents who pay termly or half termly, where payments are 2 weeks overdue the same process will apply.
 - If you consider you have exceptional circumstances please speak to the Nursery Administrator in the School Office.
 - If your child is absent due to sickness, the nursery should be notified. Unfortunately, our costs do not diminish if your child is ill. Your booking and registration is for the place and not for attendance. Fees cannot be waived if illness prevents a child from attending.

- If a child becomes ill whilst in our care, every effort will be made to contact the parent or carer, to arrange for the child to be collected. If the illness is of a more serious nature, we reserve the right to seek medical assistance. In extreme emergency, your child will be taken to hospital.
- You should not bring your child into the Nursery if they are suffering from any infectious illness. We reserve the right to refuse any child, who we believe is not well enough to attend on that day, or if they present a risk to any other child or member of staff. Exclusion periods are listed within the 'Spotty Book' available in the Nursery and on the school website.
- Ladysmith Infant and Nursery School staff will administer medication to children for whom it has been prescribed. If your child takes medication that needs/may need to be given at school (including a Ventolin inhaler), a separate form will need to be completed for each medication. Medication will only be given if it has been prescribed and a form has been completed and signed.
- For ongoing conditions, a long term care plan will be agreed between the school nurse/ health visitor and parents (see Health Care Plan)
- You should always notify a member of Nursery staff if your child has been administered with any medication outside of nursery hours.
- Ideally, we expect all children starting the Nursery to be toilet trained.
- To ensure optimum safety and security for your child, children can only be collected by nominated adults (aged 16 and over). If a member of staff is not entirely satisfied with a "collectors" identity, your child will not be allowed to leave our care without further investigation.
- Ladysmith Nursery cannot take responsibility for any personal items children may bring into the Nursery. Children should not bring items of jewellery, watches, money, toys or other valuables into the Nursery.
- Your child will enjoy a full and active day of learning through play, and as a result, may get a little dirty. Whilst we aim to send home happy, healthy and clean children, we would ask you to dress your child appropriately for all weathers. Please DO NOT allow your child to wear flip-flops. Sensible shoes suitable for active play only please.
- Four weeks written notice is required if you wish to cancel your child's place at Ladysmith Nursery. We reserve the right to charge four weeks fees if you do not provide this notice.
- There is a retainer fee of 60% of normal fees when holiday has been booked with at least four week's notice given in writing.
- Occasionally, Ladysmith Nursery may arrange outings and trips for the children. Parent's written consent is required before your child can participate. Extra contributions may be requested.
- Children attending Ladysmith Nursery are covered by our Public Liability Insurance policy. Full details are on display.
- We reserve the right to act in your child's best interest in the event of an emergency.

- We reserve the right to ask for a child to be withdrawn from Nursery if it is in the best interest of the child, other children or staff.
- We further reserve the right to alter or terminate this contract at any time.

++ Parents and carers acknowledge that Ladysmith Nursery will not be under liability or responsibility to the parent or child for any temporary interruption, temporary failure or delay in providing the facilities. This includes if such failure or delay is caused by temporary unavailability of staff, building or maintenance work, fire, abnormal weather conditions, government actions or by some other cause beyond reasonable control of Ladysmith Nursery. However, if Ladysmith Nursery is totally unable to provide the facilities during opening hours for longer than one day, parents and carers will receive a credit that covers their fee.

I / We understand that Ladysmith Nursery will care for my / our child in line with this document and consent to them caring for my / our child within this framework.

I /We have read and fully understood Ladysmith Nursery Terms and Conditions and have asked for further explanation on any detail that is unclear. I /we agree to accept and abide by these Terms and Conditions when registering my /our child with Ladysmith Nursery.

NB: Being in the Nursery is, unfortunately, not a criteria for Devon awarding a school place at Ladysmith. You MUST apply to Devon County Council's School Admissions Team separately in advance if you would like your child to come to full time school – it is not an automatic progression

Childs name

Date of Birth

Parent/Carers Name

Parent/Carers signature

Date of Birth

National Insurance Number

Relationship to Child

Date

Parent/Carers Name

Parent/Carers signature

Date of Birth

National Insurance Number

Relationship to Child

Date

