

CLOCKHOUSE PRIMARY SCHOOL



Charging and Remissions Policy

Mission Statement

Our School - A family and a home for everyone

Working and Learning together to be the best that we can be

Our Vision

We are not just a school, we are home!

We lay the foundations for each individual's future and for dreams to be fulfilled - whatever they may be.

No two bricks are the same but are accepted for their uniqueness and are placed in their own special way to meet their needs.

The cement bonds us together as a family to keep us strong, stable and safe.

We are all safe and happy under one roof, we are protected from the elements and prepared to weather every storm.

The key to success unlocks the door to future achievements unseen before.

The windows show us the reflections of our future self as ready, respectful and responsible adults.

Collaboratively, together our home is decorated with challenge and the rooms are furnished with fun.

All around, a variety of trees grow naturally from the seed of success, with nurture and care anything is possible.

So we are not just a school, we are a home that provides a champion for all as well as timeless experiences and skills for a brighter future.

And that is why we are called Clockhouse.

Ring the bell, we're always here!

School Aims

- To enable all children, members of the school community and the wider community to contribute to school life.
- To promote high standards and provide opportunities for all to achieve their full potential.
- To encourage a sense of self-worth and confidence empowering children to fulfil a contributing role in society.
- To create a diverse and challenging learning environment in which children are cared for and feel safe.
- To provide leadership and management which focuses on raising standards and promoting the personal development and well-being of all members of the school community.

Introduction

It is the intention of the Governing Body of Clockhouse Primary School, through this documentation, to communicate and make available to all parents and carers the school's Policy on Charging.

This policy aims to:

- Highlight the basis on which charges are made.
- Clarify the eligibility criteria for support.
- Communicate the charging possibilities, brought about by the Education and Inspections Act 2006, in respect to music tuition.

Education during School Hours:

No charge or voluntary contribution is levied as part of the admissions process to the school. No charges will be made in respect of school activities that take place largely during the school day except in respect of music tuition, some school trips and some enhancement activities (see below). This includes the costs of materials, equipment and transport provided in school hours to carry pupils to activities. School time does not include lunchtime.

Music Tuition (Instrumental and Vocal):

No charge will be made for music tuition that takes place as part of the National Curriculum, or as part of the first time in which the whole class engages with the KS2 programme of instrumental and vocal tuition or Wider Opportunities.

Havering Music School and IRock charge parents directly for both individual and group tuition, regardless of group size.

Where necessary, charges will be remitted in full by the school for those pupils who are eligible for Free School Meals, or who are Looked After Children.

Costs of Enrichment Activities / Educational Visits:

The school believes that school visits, trips and other enrichment activities certainly enhance the pupils learning experiences and broaden their knowledge.

Charges will only be made for the costs if they are largely out of school time and/or are not required by the National Curriculum, the syllabus for a public examination or for statutory religious education purposes. Although parents/carers may be asked to make a voluntary contribution based on the actual costs of the visits or enrichment activities, no pupils will be excluded from an activity because parents are unable or do not wish to make this contribution.

It is the intention of the Governing Body that charges do not result in a 'profit' for the school. However in the unlikely event that the school does make a profit on a enrichment activity / school trip, refunds will be given when the profit made per child exceeds £5.00.

Residential Board and Lodging:

Where a school activity requires pupils to spend nights away from home the school will request a voluntary contribution charge to cover board and lodging costs whether or not the residential trip is deemed to have taken place in school hours. Remission, in consultation with the Headteacher, will be made for those pupils who are deemed eligible.

Charging for Finished Products:

A charge may be levied to cover the costs of materials/ingredients for subjects such as design or food technology.

Parents/carers of children, within the Foundation Stage of the school, are asked by the school for a voluntary donation to cover the costs of the vast amounts of consumable materials the children are engaged in playing and working with.

Voluntary Contributions:

Although the school will not charge for school time activities, at times parents are invited to make a voluntary contribution. It will always be made clear that payment is purely on a voluntary basis and that the children of parents/carers who do not make this contribution will not be treated any differently to children of parents and carers that do.

Where there is a shortfall in money received relative to the cost of the activity the Headteacher will decide on whether to make up the shortfall from their delegated budget and/or other school funds or cancel the proposed activity.

Charges or voluntary contributions requested will be calculated on the actual cost of the activity, plus a 1.5% charge levied by sQuid to allow parents to pay online if they wish to do so. For example the school are not permitted to charge more than this to cover any cases that are remitted or to allow for none payment of voluntary contributions.

Swimming:

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. Charges for this activity are not made but ask for voluntary contributions for the cost of travel. We inform parents when these lessons are to take place.

Damage / Breakages:

In cases of willful or malicious damage to equipment or breakages or loss to school property on loan to pupils, the Headteacher in consultation with the Chair of Governors, when required, will decide whether a charge should be made.

Non residential Visits:

Charges will be levied where the activities are provided wholly or mainly outside of school hours and where they are not a necessary part of the National Curriculum or syllabus for an approved examination or religious education. The charges will include:

- travel cost
- materials, books, instruments, and any other equipment
- any additional staff costs
- entrance fees to facilities insurance costs.

Optional Purchases

On occasions, parents are given the opportunity to purchase items which are optional and which are not necessary for their child's attendance at school nor their participation in school events. Examples include Leavers Hoodies, year books, Scholastic books, O2 Arena tickets, O2 merchandising, etc. In these circumstances, the exact cost charged to the school is charged to the parent in turn, and the school has no intention to make a profit. If parents do not pay for any optional items requested, they are not ordered and the items are not provided.

Nursery

Children attending the Nursery for 30 hours per week are not funded for the additional 3 hours, 45 minutes they can access the provision – 8.45am – 3.30pm each day. Parents have a choice of either bringing their child to Nursery at 9.30am, or are asked to pay £5 per day as an additional cost to cover the cost of staffing for the additional 45 minutes per day. Refunds/credits are not given should a child be absent for sickness and/or any other reason as the level of staffing is arranged depending upon uptake (not attendance).

On occasions parents who are not eligible for 30 hour provision ask that their child attend the Nursery full time. This is looked at on a case-by-case basis in conjunction with the Headteacher and the School Business Manager.

Monitoring and Review

The school's Charging Policy will be reviewed on an annual basis; in order that we take account of new initiatives, revised Local Authority procedures and Government Legislation.

This policy has been reviewed and no individual or group are disadvantaged by the policy or process therein.

Date Reviewed: Autumn 2025

Review Date: Autumn 2026

Signed:Chair of Governors Date:

Signed:Headteacher Date: