

# Charging and Remissions Policy



**Chisenhale**  
Primary School  
Confidence • Curiosity • Kindness

**March 2023**

Approved by  
Governors Resources Ctte: 23 March 2023  
Proposed review date: March 2024

# THE GOVERNING BODY OF CHISENHALE PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY

### Introduction

All statutory aged education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of full time nursery provision and individual or group music tuition.

All chargeable activities must be paid online using our online payment system Parent Pay or by using a debit card in the school office.

### Voluntary Contributions

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school encourages 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 or the full contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we would allow the child to participate fully in the trip or activity. Sometimes the school subsidises costs in order to support the visit. Parents have a right to know how the cost of each trip is calculated.

### Residential visits - Year 5 and 6

If the school organises residential visits in school time or mainly school time, which aims to provide education directly related to the National Curriculum, where possible, we do not make any charge for the education or travel expenses. However, we will make a charge to cover the costs of board and lodging. Depending on your personal circumstances some additional subsidy may be applied. We support parents as much as possible to get full participation, however, we cannot guarantee a place on a residential visit without payment towards costs.

When a School Journey is organised all parents and carers will be notified that if they are in receipt of certain benefits that would entitle their child to free school meals then the School will subsidise half of the normal payment that parents are asked to pay. All applications will need to be accompanied by evidence of the benefit received.

### Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is no charge for individual or group music tuition if this is part of the National Curriculum. The THAMES music teachers teach individual or small group lessons. We give parents information about additional music tuition at the start of each academic year. Payments must be paid in each term in order for us to continue to provide this service. We offer a number of free pupil premium places for each of the instruments that are being taught.

## **Swimming**

The school organises swimming lessons for some year groups. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place. Parents would be expected to provide a basic swimming kit. It is essential that all the children attend the lessons.

## **Passport and Other Government Verification Requests**

The school is able to provide references or letters for children who are attending the school. For certain applications a qualifying period maybe required. There is an administrative charge of £10 for each specific item requested.

Passport requests are generally completed online and payment must be paid in the school office prior to the form being completed.

## **School Uniform**

All children that attend Chisenhale are required to wear the school colours – navy and white. Uniform can be purchased from local super markets, from Khalsa the school uniform shop in Bethnal Green, or from our second hand uniform shop located in the school reception, which is run by the PTA.

The School will supply essential protective and safety clothing when necessary, e.g. safety goggles, aprons and gloves.

## **Lost/Stolen/Damaged School Property**

The school reserves the right to charge parents/carers to repair or replace school property that has been maliciously damaged, lost or stolen, that falls below the school's insurance threshold for a claim. All such cases will be reviewed by the Head Teacher or Business Manager before a decision is made to charge. The school office will handle all matters relating to such claims.

## **Examination Fees**

Parents and carers will not be charged for examination, including examinations, tests or awards for swimming and sport, for which they are prepared in school. The School reserves the right to charge parents or carers if a pupil is withdrawn or fails to attend an examination without good reason.

## **Late Collection Charges - Procedures:**

Children who have not been collected within 15 minutes of their school/club finish time will automatically be deemed as requiring emergency childcare. The late pick-up charge of £15 will be payable to the school office by the parent/carer at the time of collection.

The school will show discretion where possible and parents will be reminded about the procedure on the first occasion and the charge waived. Parents will be asked to sign the late book to confirm they have been advised of the policy and that on subsequent occasions the charge will be applied.

Additionally, parents who are persistently late (3 lates per half-term) to collect their child(ren), but not by more than 15 minutes will also be subject to the £15 emergency childcare fee. Again, parents will be advised about a pending charge and given an opportunity to improve their punctuality.

In circumstances where the late collection charge has been levied more than twice in any given term the parents/carers will be invited to meet with the Head Teacher or another relevant senior member of staff to discuss individual issues, to help avoid multiple instances of charging.

The school would like to re-iterate that this procedure is not designed as a way of raising revenue but to safeguard the welfare of all children. The charge is being implemented as a disincentive and is consistent with the emergency childcare charge that is discussed in the Night Owls section of the school's charging and remissions policy. Any revenue raised will be invested directly in resources for children in the school.

**If the child attends Night Owls**, the time parents should collect is 6.00pm. If the parent is more than 15 minutes late (ie after 6pm) then a charge will be levied to cover the costs of overtime for the workers. The cost will be £5 for each 5 minutes of lateness.

### **Persistent Late Collection - Clubs**

**If a child is collected late on more than two occasions from an after-school club**, the child will lose their place at the club for that term.

**If a child is collected late on more than two occasions in one academic year from Night Owls**, a meeting will be held with the parents and the Head Teacher, unless there are extenuating circumstances and if it happens again, the child may lose their Night Owls place.

### **Breakfast Club**

The school operates its own Breakfast Club, running from 7.45 am – 9 am Monday - Friday term time only for any child including nursery. The application procedure to join this club is managed by the school office and the google registration form can be found on the school website. This service is charged at £3 per day. Payments are expected to be made in advance using Parent Pay, childcare vouchers or debit card payment. More information about breakfast club can be found on the school website - <https://chisenhale.towerhamlets.sch.uk/>

### **Night Owls**

Chisenhale operates under the Night Owls brand for after school childcare for Nursery to Year 6. An application procedure is in place to join the service and full details can be found on the school website. These prices are for parents who book childcare in advance and are committed for at least half-a-term. We require at least half a terms notice if you no longer wish to use this service. This club will operate from 3.30 pm - 6 pm Monday - Friday, term time only. For early years the club start time is 3.10 pm. Emergency childcare is available at short notice, by arrangement with the school office but is not guaranteed. The charge for emergency childcare is £15 per day. This is a fixed charge and does not vary according to length of care required on any given day.

### **After School Activity Clubs (3:30-4:30pm)**

The school will aim to provide a variety of activities each term to support children's wider interests and to help working parents. The charges vary and are due at the beginning of each half term. Fees must be paid for in advance using Parent Pay, childcare vouchers or debit card payment. No refunds will be offered if the child is unable to attend a session or if a session has to be cancelled. If this cost excludes a child that the school feels would benefit from attending an activity, partial and/or fully subsidised places may be offered. If too few children sign up for one of the clubs, the planned activity is likely to be cancelled. Please note that clubs are age specific.

## **Lettings & Users of the School Premises**

The Governing Body has established and approved a policy for Lettings Regulations & Conditions of Hire and Use.

The cost of hire and the terms and conditions of the use of the premises are detailed in the Policy. Please email [admin@chisenhale.towerhamlets.sch.uk](mailto:admin@chisenhale.towerhamlets.sch.uk) if you would like any further information

## **NURSERY SESSIONS AT CHISENHALE PRIMARY SCHOOL**

Children can start nursery at Chisenhale Primary School the school term after their third birthday. Every child is entitled to a free part time place (15 hours per week).

All school admissions are dealt with by London Borough of Tower Hamlets, to register a child please apply online at [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions). Telephone number is 020 7364 3439.

### **Full Time and Part Time places**

We offer 36 part time places in the first instance, this will be a morning place unless otherwise agreed by the Head Teacher or the Early Years Lead Teacher.

1. All parents who are entitled to 30 hours funding through the Government working parent's scheme will receive a full time place. (See Eligibility for Free 30 Hours Place below).  
If a parent loses entitlement during the year through failing to complete the termly eligibility checks and loses funding then they will have to pay to continue receiving a full time place, until their government funding is restored, which is on a termly basis.
2. Parents who would like their child to attend full time but are not eligible for 30 hours funding can apply for a full time place by agreeing to pay a top-up charge. These charges apply for 38 weeks of the year including sickness and holiday absences. Fees are to be paid half-termly in advance. Failure to adhere to this will result in the withdrawal of the full time place. A minimum of a half terms notice is required to terminate the full time place.

### **Payment**

Parents who would like their child to attend full time but are not eligible for 30 hours funding, can apply for a full time place by agreeing to pay a top-up charge. This charge is £100 per week. Parents will be emailed at the beginning of each half term with the total cost for that period, this can be paid via Parent Pay, childcare vouchers, or by debit card in the school office. Payment is to be made within the first 2 weeks of the half term in order to keep your full time place.

### **Deposits**

#### **Full time 30 Hour Code Deposit**

All parents joining our nursery on a full time basis and entitled to 30 hours funding through the government scheme will be required to pay a £100 deposit at the time of accepting the nursery place. This deposit will be returned at the end of the nursery year, subject to the parent successfully maintaining their entitlement to the 30 hours funding.

## **Full time Nursery Top – Up**

Parents who would like their child to attend full time but are not eligible for 30 hours funding, will be required to pay a **non-refundable** deposit at the time of acceptance. This will be deducted from the amount owed for Summer Term. The deposit amount will be £200, which is 2 weeks of the charge.

If after paying the deposit or after the child has started at the school, parents wish to stop full time care, the school requires one term's notice to make any adjustments to the provision being offered. Payment for at least one term will still be due.

## **Eligibility for 30 Hours Funding**

For Parents/Carers:

To check whether your child is eligible for 15 or 30 funded hours, please follow the instructions below.

Visit the Childcare Choices website at **[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)**

In the section labelled 'Help paying for childcare', answer the questions using the drop down boxes.

On completion of the questions, the system will tell you whether your child is eligible for 15 hours or 30 hours funding.

## **Discretionary Full time Places**

Vulnerable children may be given a discretionary full time place at a discounted rate. Parents/Carers will need to apply directly to the Head Teacher and an assessment of need will be made of each individual case. The Head Teacher's decision will be final.

## **School Meals**

Currently, children in nursery who do not qualify for free school meals must pay for school lunch, if they do not have a packed lunch. The charge for school lunch is £2.50 per day and must be paid for in advance. Payments can be paid using our online payment system Parent Pay or in the school office using a debit card.

## **Eligibility for Free School Meals**

Information about Free School Meals is available on Local Authority Websites. See:

[www.towerhamlets.gov.uk/lgnl/education\\_and\\_learning/school\\_finance\\_and\\_support/free\\_school\\_meals](http://www.towerhamlets.gov.uk/lgnl/education_and_learning/school_finance_and_support/free_school_meals)

## **Payment Deadlines**

It is the schools policy, that payments for all the services are paid in full within the first 2 weeks of each half term. Music payments are due termly and the fees are due to be paid within the first 2 weeks of each term. Failure to do so could result in the services being withdrawn.

## Remissions

Pupils whose parents receive one of the support payments below are legally entitled to remissions, where specified in this document:

Universal Credit  
Income Support  
Income Based Jobseeker's Allowance  
Income-related Employment & Support Allowance  
Support under part VI of the Immigration and Asylum Act 1999  
Child Tax Credits, provided they are not entitled to Working Tax Credits  
The guaranteed element of State Pension Credit

## Legal Advice About Charging

In relation to school services all due payments must be received by the school as requested. Failure to pay fees on time without prior agreement with the Head Teacher or School Business Manager may result in legal action by the London Borough of Tower Hamlets to recover any overdue amounts. This will result in additional charges and costs that will be added to the due amounts and could affect your credit rating. ii. Non-payment of fees may also result in your child being removed from any of the paid services. iii. Ordinarily the school will not refund payments for paid services, nor offer credit for services booked in advance which are then not taken up in situations such as, **child absence** or **unexpected school closure**.

Please speak to the Head Teacher to discuss any consideration under other exceptional circumstances.

APPROVED: ..... Chair of Governors                      Date: .....

..... Head teacher    Date: .....