

EASTWAY PRIMARY SCHOOL



CHARGING & REMISSIONS POLICY

Adopted by Governing Body November 2024
Review date November 2026

The governing body of Eastway Primary School has adopted the following policy in connection with the matter of charging for school activities.

1. The governing body endorses the policy of the Wirral Local Education Authority with respect to charging for school activities. This policy is contained in the Authority's General Schools Information booklets, available from the school.
2. Parents may be asked to contribute in cash or kind for materials which are being used in practical activities if they indicate a wish to own the finished product. Parents will be asked before the activity is undertaken if this is the case.
3. Parents may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or any item of school property, which has been damaged or lost as a result of their child's behaviour.
4. Parents will be asked to pay for examination fees in the circumstances outlined in the Authority's policy statement.
5. School Educational Visits and Visitors form an important part of the curriculum offered by our school. Parents are not required to pay for such visits or visitors, but may be asked to make voluntary contributions towards their cost. No pupil will be excluded from a curriculum enhancement because of his or her parents' unwillingness or inability to contribute, but it is hoped that parents will feel able to support the school in its efforts to provide a full and interesting curriculum for all its pupils. If the contributions made are not sufficient to enable a planned experience to take place, the Headteacher may cancel or make such changes to the organisation as he/she thinks necessary. Parents are informed in the School Prospectus that they may be asked to make contributions to the cost of School Educational Visits and Visitors.
6. All School Educational Visits and Visitors will be organized under the direction of the Headteacher and in accordance with the guidelines issued by Wirral Education Authority (Circular 1/86). No school visit will take place without the approval of the Headteacher and if appropriate, governing body and in the case of residential trips the Wirral Education Authority. Teachers organizing such trips will be responsible to the Headteacher at all times.
7. Parents will be asked to meet the board and lodging costs of residential trips unless they are in receipt of income support or family credit during any period when the trip is taking place. The school will not be responsible for these costs and pupils will not be able to participate if these costs have not been paid prior to the commencement of the trip.
8. Parents may be charged for activities defined as "optional extras", that is, activities which are provided mainly out of school hours and which are not part of the school curriculum. If parents would like their children to take part in such activities but are unable to meet the full cost, financial assistance may be available; the Headteacher is happy to talk to parents in confidence about that possibility.
9. Additional nursery sessions for three year olds may be offered in addition to centrally funded places where available. The cost of a session (3 hours either 8.45am - 11.45 am or 12.15pm - 3.15pm) to be £12.00, payable one week in advance. There will be an additional charge of £2.00 for wrap around care between 11.45am & 12.15pm and 2.45pm - 3.15pm. Fees will still be charged if a child misses any additional paid for sessions.

Fees are payable in advance by four weeks. Any missed sessions due to illness, unauthorised absence or holidays must still be paid in full.

10. Eastway Explorers sessions for two year olds may be offered in addition to centrally funded places where available. The cost of a session (3 hours either 8.45am - 11.45am or 12.15pm - 3.15pm) is £20.00, payable one week in advance. A full day's childcare from 8.45am - 2:45pm is £40.00; if you wish your child to stay until 3.15pm there is an additional £3.50 charge. If your child is staying for a paid half day session please note lunch club is an additional charge of £3.50. There are additional charges for wraparound care and these must be booked in advance to ensure that the school meets the statutory requirements for staff ratios and sufficient supervision.

Fees are payable in advance by four weeks. Any missed sessions due to illness, unauthorised absence or holidays must still be paid in full.

11. Employees of the school whose own children or other relatives attend the nursery or Explorers sessions will be charged according to the costs outlined above.

12. Eastway Early Riser's Toast Club runs every school term day starting at 7.45am - 8.45am. The cost of a session is £1.00 per child. Last drop off at 8.20am. Parents who wish their child to use the toast club must make a booking with the school office and fees paid at least weekly in advance. **Toast Club cannot be used as an emergency drop in session without prior approval.**

13. Eastway Swashbucklers After School (S.A.S.) Club runs every school term day starting at 3.15pm. The cost for an early pick up on or before 5.00pm is £6.00 per pupil per session and for a late pick up on or before 6.00pm is £7.50 per pupil per session. Both charges include a snack. Parents must complete a booking form available from the school office to secure a place for their child.

14. Wraparound Care for Under 3 Year Olds. Due to the increased number of staff needed to meet the statutory requirements the costs of 2 year olds attending Toast Club and After School Club are as follows:
Early pick up on or before 5.00pm is £10.00 per pupil per session and for a late pick up on or before 6.00pm is £12 per pupil per session. Both charges include a snack.

Fees are payable in advance.

Cancellations must be made by the Friday before for attendance of sessions the following week. Fees will still be charged if a child misses a session.

Late collection after 5.00pm will result in the charge for 6.00pm collection of £7.50 per child. Late collection after 6.00pm will result in a penalty fee of £10.00 per child plus £5.00 for every five minute segment past 6.00pm. Late collection charges will need to be paid prior to the next day of attendance at the club.

Non-payment of a late charge will result in suspension of the service until payment of the late charge is received. Three late collections after 18:00 will result in the allocated place being suspended.

15. Late or non-payment of fees for any of the school's early years or extended care provisions will jeopardise a child's continued attendance. The school holds the right to refuse these services if payment is not received in advance. One week's notice will be given to make payment and if no payment is forthcoming, the allocated place may be suspended.

16. Employees of the school may use the Early Riser's Toast Club and S.A.S. club free of charge for pupils attending Eastway Primary School in order to cover their working hours or if they have been asked to attend a meeting/event outside of their contracted school hours. Any staff using these clubs for children in their care who do not attend Eastway Primary School will be charged at 50% of the normal rate per session if they have been asked to attend a school meeting/event outside of their contracted school hours.

17. Pupils taking a hot meal in school in Key Stage 2 who are not eligible for Free School Meals will be charged £2.00 per day. All pupils in Reception to Year 2 are entitled to Universal Infant Free School Meals. All pupils in our early years Explorers and Nursery classes who take a hot meal will be charged £1.50 per day. All payments are made via Parent Pay.