

Springfields First School Charging & Remissions Policy



Charging Policy:

Charges are collected via the ParentPay, the schools' online system.

Tax free childcare vouchers / 'childcare choices' payments are accepted for Pre-school / Care club childcare payments only.

Schools Visits

Parents are asked to make a voluntary contribution towards covering the cost of the educational visit (entrance fee, workshop fee etc.). Parents of pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals) will not be asked to contribute. Transport cost is usually covered by the PTFA.

Outdoor Education Visits:

Board and lodging charges; where the board and lodging is directly provided by the County Council through the outdoor education centers, a full voluntary contribution will be requested. There is no discount available if a parent chooses for their child only attend during the day. Parents of pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals) will not be asked to contribute. Transport cost is usually covered by the PTFA.

Music:

Small group instrumental tuition - parents are asked to make the full payment for small group instrument tuition, based on the figures provided by the Entrust music service. Once a commitment is made, the fee is non-refundable. There is no charge for pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals).

After school activity clubs:

Drama club is a privately run club - the fees are not set or collected by the school. The charges are fully payable by all parents directly as instructed in their letter from the Drama teacher as the school office will not accept responsibility for the payments.

Sport clubs organised by the school, but run by external providers are charged half termly in advance, £4.50 per each one hour session. Once a commitment is made, the charge is non-refundable as the place in the club has been taken up. Please note spaces are limited and only a full advanced payment secures the place.

We offer support to families whose children are or have been entitled to free school meals (not the Universal Infant Free School Meals) by subsidising club fees for one sports club per half term. If your child wants to take part in another afterschool sports club, the fees will be fully chargeable.

Sport team clubs organised and run by school staff will remain free of charge.

School lunches:

School lunches are charged at £3.00 per pupil and £3.90 per adult and should be paid in advance. There is no charge to pupils eligible for free school meals - it is the parents responsibility to apply or renew the claim. However, adult school meals are fully chargeable regardless of pupils' eligibility.

Any arrears must be settled by the 14th of the following month or before arrears exceed £25, whichever is the earliest, apart from the month of July when a full advance payment for the month is required by the 14th of July.

Reminders are sent out at least once a month reminding parents to settle the arrears.

If the lunches are not paid as listed above, the school office will follow this up and a first late payment charge of £5 will be incurred. If the arrears remain unpaid for a further two weeks or raise above £50, whichever is the earliest, a second late payment charge of £10 will be incurred and the school will no longer be able to provide a school meal for the pupil until the debt is repaid and any unpaid debts will be passed to the Governors to discuss the situation with them. As a final course of action, the debt recovery will be passed to the local authority.

Other charges:

If a parent requests a pay card to use at the PayPoint facility instead of using the online ParentPay system, a plastic card will be issued to make cash payments for school meals etc. at local PayPoint stores. The first card is free of charge; however, any lost or damaged cards will be charged at £10 for the fit replacement and £15 for each replacement afterwards. Payment cards take about two weeks to arrive.

In all other cases, where charges are permitted for activities wholly or mainly outside school hours, a charge to cover the cost of the activity to the County Council will be split between the agreed number of children and full payment requested from the parents.

Pre-school:

Pre-school operates 8.45am - 3.15pm Monday to Friday during school term time

- 8.45am-11.45am
 - o unfunded hours session - £18.20
 - o funded hours session - charge does not apply
- 8.45am-12.15pm
 - o unfunded hours session - £24.80, incl. lunch
- 11.45am-12.15pm - funding not available
 - o £7.80, incl. lunch
- 11.45am-3.15pm
 - o unfunded hours session - £24.80 (incl. lunch)
 - o funded hours session £7.80 lunchtime session fee applies
- 12.15pm-3.15pm
 - o unfunded hours session - £18.20
 - o funded hours session - charge does not apply
- 8.45am-3.15pm
 - o unfunded hours session - £38.20 funded hours session - £7.80 charge for lunchtime session incl. lunch

15/30 hour funding is accepted for 8.45am-11.45am & 12.15pm-3.15pm sessions. There is a £7.80 charge for the lunch time session (incl. childcare, warm lunch & resources), which is not available as a part of the 15/30 hours funding. We do not offer the 'stretch' option.

Advance booking is required for all sessions. We require a one month's notice for permanent cancellation of a permanent session. All absences must be paid for.

Fees are collected via the ParentPay online system which is overseen by the school office. This is a "live" system and the sessions are updated on a fortnightly basis. Parents are given a log in to be able to access the account at all times, and are responsible for keeping up with the payments.

Any arrears must be settled by the 14th of the following month at the latest, apart from the month of July when a full advance payment for the month is required by the 14th of July If a payment is made

by childcare vouchers, it can take up to 21 days to process from date of the payment to reaching our school bank account and for the ParentPay account update. The pupil account will show arrears until then.

Reminders are sent out at least once a month reminding parents to settle the fees.

If the fees are not paid by the 14th of the following month or in advance in month of July, and there has been no notification of reasons, the school office will follow this up and a late payment charge of £25 on the 15th of the month will be incurred. After this stage, the place in the Springfields Pre-school will not be available for the child until the debt is repaid and any unpaid debts will be passed to the Governors to discuss the situation with them. If Springfields First School discontinues its services due to non-payment, we are not obliged to keep the place available and it can be offered to another child if necessary.

As a final course of action, the debt recovery will be passed to the local authority.

Springfields staff have access to our pre-school with 50% discount. The school meal portion of the charges, currently £3 per meal, is payable in full.

Springfields Care Club:

Springfields Care Club operates 7.30am-8.45am & 3.15pm-6pm Monday to Thursday and 7.30am-8.45am & 3.15pm-5.30pm Friday, during school term time

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|--------------------|---|
| Morning club | |
| - 7.30am-8.45am | £5.80 (incl. breakfast) |
| - 8.00am-8.50am | £3.30 (arrival before 8.15am incl. breakfast) |
| After school club: | |
| - 3.15pm-4.15pm | £3.60 (incl. biscuit & drink)
£1.60 (if an after school activity club is attended and further childcare is required past 4.15pm) |
| - 3.15pm-5.30pm | £7.35 (incl. light tea/snack) |
| - 3.15pm-6.00pm | £10.35 (incl. light tea/snack) |

If a child is not collected by 6.00pm (5.30pm on Friday), the additional charge of £15 per each quarter of an hour will applied.

School does not accept 30 hour funding for care club sessions.

Advance booking is required for all sessions. We require a one month's notice for permanent cancellation of a permanent session. The booking arrangements for parents working various shift patterns remain the same, they must notify careclub@springfields-first.staffs.sch.uk as soon as their shift pattern is released.

All absences must be paid for.

Ad-hoc sessions:

- All sessions booked in the same week / on the same day are classed as an ad-hoc, including a child not collected on time from school.
- Ad-hoc sessions will be charged an extra £2.50 per session per child.
- Parents must email careclub@springfields-first.staffs.sch.uk by 12noon on the Friday before to prevent the extra charge.

Fees are collected via the ParentPay online system which is overseen by the school office. This is a "live" system and the sessions are updated on a fortnightly basis. Parents are given a log in to be able to access the account at all times, and are responsible for keeping up with the payments.

Any arrears must be settled within two weeks of sessions taken, apart from the month of July when a full advance payment for the month is required by the 14th of July. If a payment is made by childcare vouchers, it can take up to 21 days to process from date of the payment to reaching our school bank account and for the ParentPay account update. The pupil account will show arrears until then.

Reminders are sent out at least once a month reminding parents to settle the fees.

If the fees are not paid within two weeks of sessions taken or in advance in month of July, and there has been no notification of reasons, the school office will follow this up and a late payment charge of £25 will be incurred. After this stage, the place in the Springfields Care Club will not be available for the child until the debt is repaid and any unpaid debts will be passed to the Governors to discuss the situation with them. If Springfields Care Club discontinues its services due to non-payment, we are not obliged to keep the place available and it can be offered to another child if necessary. As a final course of action, the debt recovery will be passed to the local authority.

Springfields staff have access to our care club with 50% discount. There is no charge if the care club is required in order to attend a school event (eg. Parent consultation evening) or for care club staff themselves when fulfilling their duties.

If arrears on any one of the payment lines are not cleared in your ParentPay account within the required time period, we reserve the right to withhold use of our services, including pre-school, care club, after school sports clubs, etc.

Photocopying / laminating charges:

Photocopying & laminating charges are in line with Staffordshire County Council charges.

- Photocopying and Printing
 - o Black and white
 - A4 15p each side
 - A3 30p each side
 - o Colour
 - A4 50p each side
 - A3 £1.00 each side

- Laminating Charge
 - A4 £1.50 each
 - A3 £2.00 each

Remission policy:

When pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals) go on trips, the voluntary contributions for the trip will be wholly remitted.

The after school activity clubs ran or organised by school - pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals), one club each half term will be funded by school after the parent notifies the office that their child would like to join and a space is allocated by school's PE coordinator.

Alison Bagnall

Approved: November 2023

Next review: March 2024