



## **The Weston Federation**

### **CHARGING AND REMISSIONS POLICY**

The Weston Federation believe that all our pupils should have an equal opportunity to benefit from school activities and visits (Curricular and Extra Curricular).

The education we provide wholly or mainly during school hours will be free, but on some occasions a voluntary contribution towards the cost of an activity may be requested by the school. Parents are free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions. This charging and remissions policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

### **CHARGES AND REMISSIONS**

#### **INTRODUCTION**

- The Local Governing Committee recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils personal and social education
- The Local Governing Committee aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

#### **CHARGES**

The Local Governing Committee reserves the right to make a charge in the following circumstances for activities organised by the school.

#### **SCHOOL TRIPS AND VISITS**

When organising school trips or visits which enrich the curriculum and educational experience of the children the school will request a voluntary contribution to cover the costs.

## **VOLUNTARY CONTRIBUTIONS**

There is no limit to the level of voluntary contributions that may be asked for or any restriction on the way in which it is used. Letters requesting a voluntary contribution towards an activity should indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

## **RESIDENTIAL VISITS (WESTON JUNIOR ACADEMY)**

On residential trips that take place wholly or mainly during school hours, the school will charge for the cost of board and lodging at the actual cost of the provision. Currently all overnight visits have been suspended due to coronavirus guidance.

## **AFTER SCHOOL ACTIVITIES**

Wherever possible we try to offer after school activities with no charge. If there are some clubs where school uses an independent provider a charge for the activity will be made by the provider. The school makes a charge of £1.00 per week for children attending the Cookery club in order to buy the resources needed to deliver the club.

## **MUSIC TUITION AND SWIMMING**

All children study music as part of the National Curriculum. No charge is made for this. At the Infant Academy the KS1 children are invited to participate in City Songbirds and payment is met by the school as part of the yearly budget.

Swimming is also funded at the Junior Academy, as this is a statutory curriculum requirement at Key-Stage 2.

## **SCHOOL LUNCHES**

Children who have school lunches and are not entitled to free school meals, must pay the current prices for these.

**School meals must be paid for in advance and there is a daily charge of £2.20 per child for all Junior children.**

**Infant children from Reception to Year 2 receive Universal Free School Meals. There is a daily charge of £2.20 for Nursery children who wish to have a school meal.**

## **BEFORE AND AFTER SCHOOL CLUBS**

**Breakfast club** – There is a daily charge of **£2.00** for accessing the breakfast club provision and this is to ensure that staffing costs, utility costs, food costs and childcare costs are covered. Pupils eligible

for pupil premium may access the breakfast club free of charge. Breakfast club takes place from 8.15 am – 8.45 am daily.

**THE OAK TREE CARE CLUB (INFANT SITE) AND THE DAWN AND DUSK CLUB (JUNIOR SITE)**

The main purpose of the Oak Tree Care Club and the Dawn and Dusk Club is to provide care for children in a comfortable and safe environment before the start of the school day and after the school day until the children can be collected. The aim is to help our children develop their full potential through positive, social, emotional, physical and intellectual experiences and provide a secure environment where parents feel happy to leave their children. A full range of activities will be provided which support the topics in our school.

**Charges (from September 2020):**

	<b>THE OAK TREE CARE CLUB Weston Infant Academy</b>	<b>THE DAWN AND DUSK CLUB Weston Junior Academy</b>
<b>Before School Club</b>	£4.25	£4.25
<b>Breakfast Club</b>	£2:00	£2:00
<b>After School Club</b>	<b>3:05-4:15</b> £4:00 <b>3:05-5:00</b> £6:00 <b>3:05-5:30</b> £6:50 <b>4:00-5:00</b> (including collection from school clubs) £4:00 <b>4:00-5:30</b> (including collection from school clubs) £5:00	<b>3:20-4:20</b> £4:00 <b>3:20-5:05</b> £5:50 <b>3:20-5:30</b> £6:00 <b>4:20-5:30</b> (including collection from school clubs) £4:00
<p><b>Please note that children must be collected by 5:30. Any collection after 5:30 will incur a £10 late collection fee. We are not insured to care for your child after 5:30 pm.</b></p>		

- A 10% discount is available for siblings who attend the Weston Federation and who make use of the Oak Tree Care Club and the Dawn and Dusk Club.
- Siblings of Pupil Premium pupils attending extra-curricular clubs can attend the Oak Tree Care Club / Dawn and Dusk Club free of charge until 4.00 pm (refer to Pupil Premium action plan).
- Parents may be able to reclaim costs for childcare through the Working Families Tax credit system and should contact their tax office for further information.

- Receipts are issued and a statement will be provided for claims for childcare element of tax credits. For parents who are paid monthly, club fees must be paid in advance.
- If fees are not paid for a period of one week the school office will contact the parent by telephone to discuss any difficulties.
- After two weeks, the Leadership Team will inform parents by letter that the outstanding balance should be paid immediately and that the school reserves the right to refuse entry to a child if fees are not paid.
- If fees remain outstanding after this time then the child will lose his/her place in the club and formal contact will be made with parents to recover the debt.
- **Due to the current staggered timetable, because of COVID, charges will only be made for children attending the before and after school club during the usual club times.**

*Please note that the school will follow this procedure rigorously, as unpaid fees put a strain on the financing of the club, and therefore cannot be allowed to accumulate.*

## **REMISSION OF FEES**

Where charges are made by the Local Governing Committee for optional extras, parents may receive a remission for the whole part of the charge after consideration of individual circumstances. In certain circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by Senior Leaders in consultation with the Chair of Governors.

**APPROVED BY THE LOCAL GOVERNING COMMITTEE – 19<sup>th</sup> October 2020**