

# **Stanley Grove Primary and Nursery School- CHARGING POLICY**

Revised Jan 2022

This policy reflects the legislation governing the charging for school activities as set out in the Education Act 1996, referenced to the DfE policy: Charging for school activities (November 2013).

## **Education during school hours.**

No charge is made for admitting pupils to maintained school and education provided during school hours is free. All three and four year olds are entitled to 15 hours of free education in our school. This can be taken flexible over the week via full days or half days.

The cost of additional am/pm sessions is charged at £13.50 per session, for those not entitled to 30 hours. For anyone entitled to free 30 hours, please see the Government website for details or eligibility entitlement information.

## **Residential Visits.**

Children are offered a residential visit during the time when they are Year 5 or 6. As this happens outside of school hours, parents pay for the cost of this activity in full. A hardship fund is available for parents who need support with this.

## **Musical Instrument Tuition.**

We offer our pupils the chance to learn to play a musical instrument. Charges may be made for teaching either an individual pupil or groups of pupils to play a musical instrument where an external teacher is used.

## **Activities not run by the school.**

We use outside agencies to do activities in school, e.g. Science days, museum workshops, performances, sports coaching. Where these take place in the school day, the school will fund the activity or use fund raising money in school funds to pay for these extra enhancements. We may also ask parents for a voluntary contribution also. Where these activities take place out of the school day, e.g. as an extra curricular activity, parents will be charged for the sessions. After school clubs that are run by teaching staff are done either on a voluntary basis, or can be subject to a charge for materials and time if the session is one hour or longer. (See pay policy) Support staff running after school clubs outside of their contracted hours will be paid for any over time worked.

## **Contributions.**

On occasions, we may invite parents and others to make a voluntary contribution in cash or in kind. All requests to parents make it clear that the contributions are voluntary and that children who don't contribute can still take part, e.g. baking, snacks in Early Years. Where there are not enough voluntary contributions to make the activity possible and school are unable to make up the shortfall, the activity will be cancelled.

If a child is not able to attend a visit due to absence on the day, which has been costed to include them, then a refund can be given for costs not incurred due to their non attendance (e.g. for entrance fees). However where a cost has been shared out between a class or group e.g. for a coach or workshop, the school is not able to refund this amount.

The school will ask parents to pay for damage to school property or equipment where this is the result of pupils' inappropriate behaviour. Parents are also requested on occasions to pay for books/resources, which are lost or damaged.

There is a charge for school meals, the policy is to charge back the amount that we are charged per meal. School meals are currently free for Reception to Year 2 children. There is assistance for families who need help with school meals payment etc. The Education Office, County Hall, Wakefield, or the school office staff can provide further information if required.

### **School Milk**

Milk is provided free of charge to children in Nursery, Reception and Reception pupil up until the beginning of the term in which the child turns 5.

### **Early Years Provision**

We have 16 places available for the 30 hours extended entitlement. These will be allocated based on the Early Years Admissions policy. Parents may purchase additional hours in our provision if we have spaces available. Please contact the school office for more details.

### **Hours of Operation**

Stanley Grove offer a full time offer of 8.30am to 2.30pm.

If a nursery child is staying all day a packed lunch will need to be provided from home.

### **Payment**

Parents will receive an invoice for the session/hours a month in advance and will be expected to pay this by the due date. Failure to do this means your child could lose their place for extended hours.

Payment can be made by cash or cheque. Cheques should be made payable to WMDC. Tax-Free Childcare can also be used to pay for these sessions/hours.

Charges will still be applicable should your child be absent for whatever reason.

Ad hoc sessions may be booked a week in advance and will become payable at the time of booking. Any ad hoc sessions will only be allowed where space is available. These ad hoc sessions will be considered on an individual basis and will not be guaranteed.

A deposit will be required to secure your extended hours place. Failure to take up the additional hours booked will mean the deposit becomes non-refundable.

### **Breakfast Club**

The club runs from 7.30a.m. to 8:30a.m. for children from 3 years old who attend our school. Children are able to attend sessions on a weekly or as necessary basis. The cost for each session is £4.00, which must be booked and paid for in advance of the session and by the appropriate due dates. Booking forms and further details are available on the school website.