

# Kingsthorpe Grove Primary School



## Charging and Remissions Policy

Person(s) Responsible for Document: *Alison Dolan*

Date Document Discussed and Agreed: 14<sup>th</sup> November 2021

Governor/Relevant Committee: Finance and Personnel

Date Document Ratified at Full Governing Body: 7th December 2021

Signed: *Chockell*

Chair of Governors

Signed: *A. Dolan*

Head Teacher

**Date Document to be reviewed: Bi-annually - December 2023**

At Kingsthorpe Grove we aim to ensure that all of our policies take into account the rights of all children.

ISSUES	POLICY
Residential Courses in school time.	Parents/ <b>carers</b> are required to meet the full cost of the residential visit, except children eligible for free school meals, where some of the cost may be supported from bursaries and disadvantage fund, by prior agreement with the Head Teacher.
Activities inside school hours within the National Curriculum	Governors have agreed to set aside a proportion of the school budget to cover trips out and visitors into school. This covers approximately 3 activities per academic year. However, parents will be asked for a voluntary contribution to cover the cost of any additional activities. Those eligible for free school meals will be asked to contribute some of the cost.  If the income for each activity does not meet the overall cost, such activities may have to be cancelled, and parents should be warned of this in the letter.
Activities outside school hours not within the National Curriculum	Parents are <b>usually</b> required to meet the full cost, except children eligible for free school meals, where the cost may be supported from the disadvantage fund, by prior agreement with the Head Teacher. <b>Sometimes the cost may be fully or partially met by the sports premium funding. Sometimes the cost may be met by Pupil premium plus funding for children who are in the care of the local authority.</b>  If the income for each activity does not meet the overall cost, such activities may have to be cancelled.
Individual Instrumental Music Tuition	Parents/ <b>carers</b> and children are required to sign an agreement that states that they must take care of the instrument, turn up to lessons on a regular basis and practice at home. If, in the opinion of the music teacher, in agreement with the school believe that the child is not benefiting from the tuition, then the offer of it being provided may be withdrawn. <b>These lessons are paid for by parents and carers.</b>
Lost school equipment, books, etc	Parents/ <b>carers</b> may be requested to replace school equipment, books, etc. which have been lost by their child, at the discretion of the Head Teacher.
Breakages and damages to school buildings, furniture or property	Wilful damage to school buildings or property by a pupil may be charged to parents/ <b>carers</b> by the school, at the discretion of the Head Teacher.
Nursery additional charges	For additional hours over above the 15 hours free entitlement <b>or 30 hour free entitlement parents/ carers</b> will be charged at the rate of £12:00 per additional session, which includes staying over lunchtime. Please note parents must provide a packed lunch. Payment must be paid for on a monthly basis in advanced. Parents must give one calendar months' notice to cancel. Failure to pay on time will result in the child being refused admission to the nursery for the additional sessions. Additional sessions can only be allocated if there is availability and on a first come first serve basis. <i>See Appendix 1 for parent-school agreement, that must be signed before additional hours can be allocated.</i>
<b>Late collection of children</b>	<b>Children regularly collected after 3:30pm (3 times or more in</b>

	an academic year) will be invoiced by the school for the cost of the school's time. This will be charged at £5 for every 10 minutes per child as per the school's attendance policy.
PE kit and school equipment	Some items for school use are sold on the school website and parents/ carers pay the school directly online.

# **Kingsthorpe Grove Primary School**



## **Nursery Parent-School Agreement for Lunch Club**

This is an agreement between Kingsthorpe Grove Primary School and:

..... (parent/carer name) for the nursery place of

..... (child's name)

Our current fee is £3 per lunch club session.

Parents/carers agree to the following:

- To pay all fees by cash on a daily/weekly/monthly basis.
- The school will commit to providing this service, term time only, not including bank holidays or teacher training days.

I have read this agreement and agree to the terms stated above.

Parent's/carer's signature: .....

Date: .....

School signature: .....

School name: .....

Date: .....

*Once school has signed, photocopy and give a copy to the parent, the school will keep a copy in children's file.*