



Charging & Remissions Policy

Reviewed/ amended	January 2022
Ratified by Governors	
Next Review	
See Addendum COVID 19	

1 Introduction

- 1.1 All the education we provide during normal school hours is at no charge to pupils in FS2 up to Year 6. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

2 Voluntary contributions

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.
- 2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to or by a theatre company;
 - school trips abroad;
 - musical events.

3 Residential visits

- 3.1 Payment will be required in respect of residential visits taking place mainly outside school time and not required for an examination course.

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1 Our school organises swimming lessons for all children in Key Stages 1 & 2. These take place in school time. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part. At the moment we ask for a contribution to support the transport for this activity.

6 Extra-curricular clubs

- 6.1 We offer a range of clubs at lunchtime and after school. Parents are advised which clubs are available at the beginning of each term. A small charge is made for these sessions.

8 School minibus

- 8.1 We normally charge if children are transported in the minibus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

9 Loss and Damage to School Property

- 9.1 Parents of a pupil who damages or loses any item of school property or equipment, including, for example, iPads, are liable for the cost of repair or replacement

10 Monitoring and review

- 10.1 This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

11 Dandelions Pre-School/Out of School Club Terms and Conditions

- 11.1 To reserve a place at out of school club or pre-school a registration form must be filled in. Places will be allocated based on availability at the time that the child arrives to start school. Any changes to a child's sessions take effect from the first of the month.

11.2 Government Funding

The Government funds 15 hours per week for 38 weeks of the year for every child from the term following their third birthday and 30 hours per week for 38 weeks of the year for eligible three & four-year olds.

These hours can be taken in blocks (minimum 2.5 hours, maximum 10 hours in any one day). Any hours taken outside of those funded for three-year olds are charged at £4.50 per hour.

30 hour funding codes need to be reconfirmed by the parent every 3 months and are only valid if obtained before the start of the term in which the parent wants to use it e.g. by 31st August for use in the Autumn Term.

Further information on Government funding (GF) can be found at; -

<https://www.dorsetforyou.gov.uk/childcare/funding>

Government Funded hours are offered between 7.45am and 5.15pm, Monday to Thursday and between 7.45am and 5pm on Fridays.

11.3 Fees

	3 years +
7.45am breakfast club start	£5.50
8.00am breakfast club start	£4.50
Pre-School hourly rate	£4.50
Snack charge (charged during a morning session)	20p

Afterschool club until 4.00pm	£4.90
Afterschool club until 5.00pm	£9.40
Afterschool club until 5.15pm	£10.40

Hours must be booked and paid in advance and invoices will be sent home with the child. Payment of fees is due by the twelfth day of each month that the child attends. Preferable method of payment is by Bacs or electronic childcare voucher, alternatively we are happy to accept cash or cheques. Failure to pay promptly will result in a £10 late payment charge. Payment in arrears may lead to your child's place being suspended. We expect children to be brought and collected promptly. If you are up to fifteen minutes late collecting your child you will be charged an additional £2.50, if you are more than fifteen minutes late collecting your child you will be charged an additional £5.00. If you attend any additional hours on an 'as and when basis' you are requested to pay on collection of your child.

- 11.4 In the event of illness/absence it is important that you notify the setting in writing as this could affect your funded hours. Fees will be due in full for the first week that your child is absent, any subsequent weeks of absence may result in a charge of half of the fees.
- 11.5 Please give Dandelions a minimum of seven days notification in writing if your child is being withdrawn for holidays. Fees may be charged for any hours normally taken over and above those funded by the Government.
- 11.6 You are required to give one month's written notice of your intention to withdraw your child from Dandelions. Unless it is at the end of the academic year and your child is moving up to Reception or you are posted at short notice.
- 11.7 Requests to amend preschool sessions should be made in writing/email to Julie Palmer. Changes can only be implemented at the start of a new half term, except for exceptional circumstances.
- 11.8 Amendments to booked before/after school club sessions can only be made before the start of the month. Any requests after this will be actioned if possible but cannot be guaranteed due to child/staff ratios.
- 11.9 Fee's are reviewed annually, in July, by the Board of Governors. Any changes to fees or charging policies will be communicated to all parents with at least 1 month's notice.
- 11.10 If we are claiming Disability Access Funding for your child we will require proof of receipt of disability living allowance and a copy will be retained in your child's record.
- 11.11 Further information regarding additional funding that may be available can be found using the following links

<https://www.gov.uk/working-tax-credit>

<https://www.gov.uk/get-extra-early-years-funding>

(Early Years Pupil Premium & Disability Access Fund)



ADDENDUM TO REFLECT COVID 19 CHARGING & REMISSIONS POLICY

This policy remains current.

11. Dandelions Pre-School/Out of School Club Terms and Condition

There will be no charges or retention fees due during any periods of closure or partial re-opening.

Payments must be made by bank transfer to the account detailed on the bill or by electronic childcare voucher.

May 2020