



## Charging & Remissions Policy

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## **Charging for activities**

### Voluntary Contributions

The school may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

The contribution is genuinely voluntary, however, the pupils of parents who are unable or unwilling to contribute are not discriminated against. Charges are calculated by dividing actual costs by number of pupils. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

## **Charging for Kidsclub Provision**

Park Road offers its parents wrap-around childcare for which fees are applicable.

Kidsclub Fees are as follows:

	Times	Current charge September 2021	Proposed charge 1 <sup>st</sup> April 2023
Before school:	7:50am – 8:55am	£5.75	£6
After school:	3:30pm – 6:00pm	£10.40	£11
Holiday Club:	9:00 am– 4:00pm	£20.40	£21.50
	or 8:30 am- 5:30pm	£25.50	£26.50

Kidsclub must be booked 5 days in advance and fees must be paid in advance. We accept childcare vouchers for Kidsclub fees.

It is our intention to increase Kidsclub fees by a % each year each year dependant on market forces. Bookings & payments are made through the Parentpay website.

### **Cancellation policy:-**

Cancellation – If a session is cancelled with 5 days’ notice there will be no charge applied. If session is cancelled with less than 5 days’ notice then you will be charged for the session as compulsory staffing ratios have been appointed based on the number of children attending the session.

“Swapping Sessions” – it is not our policy to swap session – these will be treated as a cancellation of an existing session and a booking of a new one and so the same notice period applies.

Illness – If a child is ill and unable to attend a session booked, the charge will still apply for the first day only of the illness but no further charges will be applied after this day.

## **Charging for additional nursery sessions and lunch time provision for 15 Hours+ places**

The school will aim to fill all nursery places throughout the year, and to this end will offer extra sessions at a charge to be reviewed annually by the governing body. This charge will apply to sessions which are not funded by the government. Payment must be made in advance or the full time element of the place will be withdrawn.

Under current legislation **all** children of Nursery age are entitled to 15 hours funded provision each week. Funded provision is financed by central and local government. At Park Road the 15 hours funded provision can be taken over 5 morning sessions or 5 afternoon sessions dependent upon availability. Children attend every day; part week places are not available.

Some children may be eligible for the full 30 hours funded provision, providing parents fulfil certain criteria as listed below:

- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- You live in England

If you think that you may be eligible, full guidance should be sought at :-

<https://www.gov.uk/30-hours-free-childcare>

In the event there are less applicants than places, any available sessions will be offered to parents who wish to utilise a 'full time' place; either by taking up the additional government funded hours (30 free hours) or purchase additional sessions themselves over and above the 15 hour funded provision. Ad hoc bookings are not accepted for Nursery sessions.

Allocation of these surplus (full time) places will be determined by the over-subscription criteria. Whether parents take up the additional hours funding or pay for the additional sessions themselves, this will have no bearing on Park Road School's admissions criteria.

The extra hours, over and above the free universal 15 hours per week entitlement will be chargeable. However if parents are eligible these extra 15 hours (see above mentioned criteria), they will be funded directly from the government. If parents are not eligible for the extra funded hours, fees (including a charge for lunchtime supervision) will be payable a half term in advance at a rate agreed by the governing body. The current chargeable rate for the additional 15 hrs is £18 per day /£90 per week/based on 38 weeks term time.

A full time nursery session runs from 9am until 3:30pm which is half an hour a day (2.5 hours per week) above the 30 hours funded free entitlement. Therefore, if you are eligible for the full free 30 hours funding and if your child is allocated a 'full time' place, there will still be a charge of £15.00 per week to cover staffing costs of this extra half an hour a day.

Currently parents are emailed Invoices for both these types of fees and payments are to be made through Parentpay.

Please Note that if a child is ill/absent from any session, the top up to 30 hours & the lunchtime charges will still be payable.

#### Use of Child Care Vouchers

School will accept child care vouchers as payment for Kidsclub sessions: breakfast, after school and holiday club. Vouchers can also be used to pay for additional nursery sessions. Vouchers cannot be used for after school extra-curricular clubs or for residential trips. Please get in touch with the office if you wish to use child care vouchers or Government TFC, please provide reference when using this facility.

### **Park Road Sale Primary – In-house Sports Provision**

Park Road provide various sports session after school run by our PE Teacher. These session include football, intro to sport & basketball. Parents are emailed with the details of the provision & costs & asked to book via parent pay for each half term, offered on a first come first served basis as limited to 32 pupils session.

Cancellation policy:-

If the school cancel the session then the refunds will be made

If parent/carer cancel a session for any reason within a half term booking – no refunds will be given due to administrative burden & cost.

### **Trafford Primary Computing Network**

Park Road Sale Primary School deliver the Trafford Primary Computing Network programme. This entails our highly skilled staff providing training various session's onsite/outreach & network events to other schools in the local borough & beyond. As a school we are responsible for the charging of these events and our cancellation policy is as follows:-

Where possible all cancellations should be made by emailing [computing@parkroadsale.trafford.sch.uk](mailto:computing@parkroadsale.trafford.sch.uk) at least one week before the date of the training course.

Last minute cancellations must be made by contacting the school office on 0161 973 1392

Schools will not be charged for one off courses cancelled with at least 3 working days' notice or in extenuating circumstances at the discretion of Park Road Sale Primary

Unfortunately, charges will still apply for non-attendees

Where Park Road School have not been - notified refunds will not be made for cancellations of individual training sessions which form part of a training programme run over more than one day.

As at 1<sup>st</sup> September 2022 the Trafford Computing Network prices for the products we offer are as follows:

Computing Network Member	£65
Bespoke Full Day Training	£350
Bespoke Half Day Staff Training	£150
Bespoke Half Staff Meeting	£150
Pupil Online Safety Ambassador Event	£100
Pupil Discovery Event	£50
Professional Development	£65

## **Lettings**

The Governing Body of Park Road School is keen to see that the premises at our school are used to enhance the curriculum offered by the school. The use of our school premises at all times other than during the school day is under the control of the Governing Body of our school.

At Park Road all lettings are undertaken at the discretion of the Headteacher.

For lettings where the organisations/ individual is offering activities that will enhance the children's **curriculum** provision, there will be a small charge of **£10** per session delivered from the schools premises. The provider will be invoice termly for these sessions. This is to support the schools budget in terms of admin, utilities and other overheads.

(For example modern foreign language, sports activities, instrumental music lessons, HSA activities as funds raised support curriculum development)

Dates for the delivery of these sessions must be agreed before the start of the academic year.

Charges will be applied for these prearranged sessions regardless, even if the provider cancels the session in the academic year.

For lettings where the organisations/ individual is offering activities that do not enhance the children's **curriculum** provision, contracts for letting with agreed costs will be maintained between the school and the organisation.

Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.

## **Activities provided by external organisations**

Organisations that have agreed with the Headteacher to let the building for optional extra-curricular activities that will enhance the children's educational provision (see above) will have their own charging system and will charge parents directly and manage their income independently from the school

Parents on low incomes and in receipt of benefits should apply directly to the organisation running the activity for their policy on remission of fees. School may fund disadvantaged children for whom we receive pupil premium funding.