

# Springfields First School

## Charging & Remissions Policy



### Charging Policy:

All charges are collected in advance using ParentPay, the schools' online system.

Tax free childcare vouchers / 'childcare choices' payments are accepted for Pre-school / Care club childcare payments only.

### Schools Visits

All parents are asked to make a voluntary contribution towards covering the cost of the educational visit (entrance fee, workshop fee etc.) / activity. The school reserves the right to cancel if not enough voluntary contributions to fund the trip / activity have been collected. Transport cost is usually covered by the PTFA.

### Outdoor Education Visits:

Board and lodging charges; where the board and lodging is directly provided by the County Council through the outdoor education centers, a full voluntary contribution will be requested. There is no discount available if a parent chooses for their child only attend during the day. The school reserves the right to cancel if not enough voluntary contributions to fund the full cost of the trip have been collected. Transport cost is usually covered by the PTFA.

### Music:

Small group instrumental tuition - parents are asked to make the full payment for small group instrument tuition, based on the figures provided by the Entrust music service. Once a commitment is made, the fee is fully chargeable and non-refundable. There is no charge for pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals).

### After school activity clubs:

Drama club is a privately run club - the fees are not set or collected by the school. The charges are fully payable by all parents directly as instructed in their letter from the Drama teacher as the school office will not accept responsibility for the payments.

Sport clubs organised by the school, but run by external providers are charged half termly in advance, £5.00 per each one hour session. Once a commitment is made, the charge is non-refundable as the place in the club has been taken up. Please note spaces are limited and only a full advanced payment secures the place.

Sport team clubs organised and run by school staff will remain free of charge.

### School lunches:

School lunches are charged at £3.55 per pupil (Year 3 & 4 pupils) and £4.30 per adult and **should be paid in advance**. There is no charge to pupils eligible for Universal infant free school meals and pupils that meet the criteria for the Free school meals entitlement - it is the parents responsibility to apply or renew the claim. Should a parent fail to apply or renew the claim, a full amount of £3.55 per each school meal taken will be applied to child's ParentPay account. Adult school meals are fully chargeable regardless of pupils' eligibility.

Our catering provider offers staff lunches at a discounted rate.

School lunches must be paid in advance. Arrears of £20 or more will result in services being withdrawn until the account is settled and you will need to provide a packed lunch for your child.

If Springfields First School discontinues its services due to non-payment, the debt will be passed to the Governors to discuss. Unless all arrears are cleared within 30 working days, as a final course of action, the debt recovery may be passed to the local authority.

### **Other charges:**

If a parent requests a pay card to use at the PayPoint facility instead of using the online ParentPay system, a plastic card will be issued to make cash payments for school meals etc. at local PayPoint stores. The first card is free of charge; however, any lost or damaged cards will be charged at £10 for the first replacement and £15 for each replacement afterwards. Payment cards take about two weeks to arrive.

In all other cases, where charges are permitted for activities wholly or mainly outside school hours, a charge to cover the cost of the activity to the County Council will be split between the agreed number of children and full payment requested from the parents.

### **Pre-school:**

Pre-school operates 8.45am – 3.15pm Monday to Friday during school term time

- 8.45am-11.45am
  - o unfunded hours session - £20.00
  - o 3 funded hours session available - charge does not apply
- 8.45am-12.15pm
  - o unfunded hours session - £26.00, incl. warm lunch
  - o 3 funded hours session available + charge of £10 (incl. warm lunch)
- 11.45am-3.15pm
  - o unfunded hours session - £26.00, incl. lunch
  - o 3 funded hours session available + charge of £10 applies (incl. warm lunch)
- 12.15pm-3.15pm
  - o unfunded hours session - £20.00
  - o 3 funded hours session available - charge does not apply
- 8.45am-3.15pm
  - o unfunded hours session - £40.00 (incl. warm lunch)
  - o 6 funded hours session available + charge of £10 applies (incl. warm lunch)
- 9.15am-3.15pm
  - o 6 funded hours session available + optional charge of £3.55 for warm lunch

It is parents responsibility to apply for Early Years funding in time - failure to do so will result in full fees charged.

Applying for funded childcare deadlines:

To start a provision:	parents must apply before:
1 September onwards	31 August
1 January onwards	31 December
1 April onwards	31 March

It is parents responsibility to reconfirm the funding code as and when necessary. If a child changes provision during their grace period, the code is no longer valid and full fees will be charged.

15/30 hour funding is accepted for 8.45am-11.45am, 12.15pm-3.15pm and 9.15am-3.15pm sessions. Due to the length of our school day, there is a £10.00 charge for the extension of 9.15am-3.15pm funded sessions, incl. warm lunch. We do not offer the 'stretch' option.

Advance booking is required for all sessions. We require a one month's notice for permanent cancellation of a permanent session. All absences must be paid for.

Fees are collected via the ParentPay online system which is overseen by the school office. This is a "live" system and the sessions are updated on a fortnightly basis. Parents are given a log in to be able to access the account at all times, and are responsible for keeping up with the payments.

Tax free childcare vouchers / 'childcare choices' payments are also accepted – a payment must be made in advance and a screenshot of the payment sent to [office@springfields-first.staffs.sch.uk](mailto:office@springfields-first.staffs.sch.uk) for ParentPay update, as this will be done manually by our office staff.

All fees must be paid in advance. ParentPay arrears of £50 or more in total per family will result in services being withdrawn until the account is settled and the debt will be passed to the Governors to discuss.

If Springfields First School discontinues its services due to non-payment, we are not obliged to keep the place available and it can be offered to another child if necessary. However, you will still be responsible for the occurring fees for a month following our withdrawal unless the place is taken up by another child. Unless all arrears are cleared within 30 working days, as a final course of action, the debt recovery may be passed to the local authority.

Springfields staff have access to our pre-school with 50% discount for their own children (this does not cover other family members eg grandchildren, nieces, nephews). The governors reserve the right to amend this requirement if necessary. The school meal portion of the charges, currently £3.55 per meal, is payable in full.

### **Springfields Care Club:**

Springfields Care Club operates 7.30am-8.45am & 3.15pm-6pm Monday to Friday during school term time

- |                    |  |
|--------------------|--|
| Morning club       |  |
| - 7.30am-8.45am    | £6.50 (incl. breakfast)  |
| - 8.00am-8.45am    | £4.00 (arrival before 8.15am incl. breakfast)  |
| After school club: |  |
| - 3.15pm-4.15pm    | £4.30 (incl. biscuit & drink)  |
| - 3.15pm-5.30pm    | £8.00 (incl. light tea/snack) / £6 (if an after school activity club is attended and further childcare is required past 4.15pm)  |
| - 3.15pm-6.00pm    | £11.00 (incl. light tea/snack) / £9 (if an after school activity club is attended and further childcare is required past 4.15pm) |

If a child has not been collected 5 *minutes* after the end of the afternoon session (3.15pm) they will be left in the care of the Springfields Care Club and a charge of £6.80 will be applied (£4.30 for the first full session until 4.15pm, and additional £2.50 for the extra ad-hoc charge),

If a child is not collected by 6.00, the additional charge of £15 per child per each started quarter of an hour started will be applied.

School does not accept 30 hour funding for care club sessions.

Advance booking is required for all sessions. We require a one month's notice for permanent cancellation of a permanent session. The booking arrangements for parents working various shift patterns remain the same, they must notify [careclub@springfields-first.staffs.sch.uk](mailto:careclub@springfields-first.staffs.sch.uk) as soon as their shift pattern is released.

All absences must be paid for.

### **Ad-hoc sessions:**

- All sessions booked in the same week / on the same day are classed as an ad-hoc, including a child not collected on time from school.
- Ad-hoc sessions will be charged an extra £2.50 per session per child.

- Parents must email [careclub@springfields-first.staffs.sch.uk](mailto:careclub@springfields-first.staffs.sch.uk) by 12noon on the Friday before to prevent the extra charge.

Fees are collected via the ParentPay online system which is overseen by the school office. This is a "live" system and the sessions are updated on a fortnightly basis. Parents are given a log in to be able to access the account at all times, and are responsible for keeping up with the payments.

Tax free childcare vouchers / 'childcare choices' payments are accepted - a payment must be made in advance and a screenshot of the payment sent to [office@springfields-first.staffs.sch.uk](mailto:office@springfields-first.staffs.sch.uk) for ParentPay update, as this will be done manually by our office staff.

All fees must be paid in advance. ParentPay arrears of £50 or more in total per family will result in services being withdrawn until the account is settled and the debt will be passed to the Governors to discuss.

If Springfields First School discontinues its services due to non-payment, we are not obliged to keep the place available and it can be offered to another child if necessary. However, you will still be responsible for the occurring fees for a month following our withdrawal unless the place is taken up by another child.

Unless all arrears are cleared within 30 working days, as a final course of action, the debt recovery may be passed to the local authority.

Springfields staff have access to our care club with 50% discount for their own children (this does not cover other family members eg grandchildren, nieces, nephews). The governors reserve the right to amend this requirement if necessary. There is no charge if the care club is required in order to attend a school event (eg. Parent consultation evening) or for care club staff themselves when fulfilling their duties.

***If arrears on any one of the payment lines are not cleared in your ParentPay account within the required time period, we reserve the right to withhold use of all our services, including pre-school, care club, after school sports clubs, etc.***

#### **Photocopying / laminating charges:**

Photocopying & laminating charges are in line with Staffordshire County Council charges.

- Photocopying and Printing
  - o Black and white
    - A4 15p each side
    - A3 30p each side
  - o Colour
    - A4 50p each side
    - A3 £1.00 each side
- Laminating Charge
  - A4 £1.50 each
  - A3 £2.00 each

### **Remission policy:**

When pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals) join music lessons, the charge for lessons will be wholly remitted.

Alison Bagnall

Approved: September 2025

Next review: March 2026