

Rooks Nest Academy Charging and Remissions Policy.



“Respect, Believe, Achieve”

Aim:

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities:

The Governing Body of Rook's Nest Academy is responsible for determining the content of this policy and the Head teacher for implementation. Any determination with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

Residential visits

Children are offered a residential visit during the time when they are in Year 4 and 6. As this happens outside of school hours, parents must pay for the cost of this activity in full. If children who are on a residential would normally be cared for in Flyers, parents will not be charged for their sessions but it is the parents responsibility to make Flyers staff aware of this. Pupil Premium (PP) children are subsidised by 50% however board and lodgings must be paid by the parents. Children who are currently in receipt of free school meals (FSM) will have the trip and transport fully subsidised by the Academy but again board and lodgings must be paid for by the parents. To qualify for FSM parents must receive, one of the relevant support payments below:

- **Income Support.**
- **Income Based Jobseeker's Allowance**
- **Support under part V1 of the Immigration and Asylum Act 1998.h**
- **Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (As assessed by the Inland Revenue) does not exceed £16,190**
- **Guarantee element of State Pension Credit.**

Musical Instrument Tuition

We offer the pupils the chance to learn to play a musical instrument in Y2 and Y3. This tuition is fully subsidised by the Academy. Charges will be made for additional teaching either of an individual pupil or groups of pupils to play a musical instrument.

£10 a session for piano

£35 per term for Academy staff led tuition (e.g. keyboards, guitar, flute etc)

£62 per term for music services led tuition* (e.g. brass, drums, strings etc.)

Money for tuition will be paid in advance and is non-refundable if the child does not attend a session due to illness etc.

*This may fluctuate due to charges made outside of the Academy control by music services.

Activities not run by the Academy

We use outside agencies to do activities in the Academy, e.g. science days, sports coaching, performances. Where these take place during the Academy day most will be funded by the Academy. However, some enrichment activities will require parental contribution in order for the Academy to be able to deliver these provisions. Where a child is attending a paid after school activity, who would normally be attending the first session of Flyers, if they are collected, straight from the session, they will not be charged for the Flyers session.

After school activities

Where activities take place outside of the Academy day, e.g. as an extra-curricular activity, it may be that parents will be charged for this activity. After school clubs that are led by teaching members of staff are done on a voluntary basis. Clubs that are not run by a teacher, or require materials to facilitate the session, will be subject to a charge payable by parents.

Contributions

On occasions, we may invite parents to make a voluntary contribution. All requests to parents make it clear that the contributions are voluntary and that children who do not contribute can still take part. Where there are not enough voluntary contributions to make the activity possible, and the Academy is unable to make up the shortfall, the activity will be cancelled.

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

The Academy may also ask parents to pay for damage to school property or equipment where this is the result of pupil's inappropriate behaviour.

Academy meals

Academy meals are charged at £2.20 per meal. Meals are currently free for children in Reception to Year 2 through the Universal Free School Meal offer. Parents are requested to make regular, online payments for school meals. If arrears of 2 weeks occur a letter will be sent to parents advising of a suspension of school meals until payment is made. Children who may be eligible for FSM can contact the Academy for advice or The Education Office, County Hall, Wakefield.

Academy Milk

Milk is provided free of charge to Nursery, Reception, FSM and PP children. Any children in other years who wish to have milk must pay £1 a week, paid half-termly in advance.

Academy Payments

The Academy uses a cashless, online system for all payments (except summer fayres or fund raising etc). Parents must register their details at the Academy office which will ensure that payment requests and current balance for individual children is sent electronically direct to the parents.

Education during school time

No charge is made for admitting pupils to the Academy and education provided is free (except where parents are choosing to send children for longer than the 30hrs entitlement and therefore care will be charged, in line with our other child care provisions, at £4.50 an hour). All three and four year olds are *entitled* to 15 hours of free, universal education in our Academy. This must be taken as all morning sessions (8.30-11.30) or all afternoon sessions (12.30-3.30).

Our links with Rook's Nest Pre-school allows us the opportunity to offer additional hours of child care even if they are not eligible for 30hrs.

Rook's Nest Pre-school sessions

Morning Childcare 8.30-11.30	Morning Childcare 8.30-12.30	Afternoon Childcare 11.30 -3.30	Afternoon Childcare 12.30 -3.30
£8.50	£14.50	£14.50	£8.50

Early Years Provision

Rook's Nest Academy can provide provision for children whose parents are eligible for the 30hrs entitlement. Places will be allocated on a first come, first served basis with reference to the Early Years Admission Policy. Parents will be able to request extended entitlement with the Academy Nursery, Rook's Nest Academy Flyers (before/ after school, and lunch sessions – term time only) or Rook's Nest Pre-school (which is on site but not part of Rook's Nest Academy

Additional hours are charged at £4.50 per hour.

Parents need to meet the following criteria to be eligible:

Both parents are working (or the sole parent is working in a lone parent family) and each parent earns on average:

- A weekly equivalent to 16 hours at national minimum wage or national living wage and
- Less than £100,000 per year.

Families where one parent does not work (or neither parent works) will not usually be eligible for the extended entitlement. However the extended entitlement will be available where:

- Both parents are employed but one (or both parents) is temporarily away from the workplace on:
 - Parental maternity or paternity leave.
 - Adoption leave
 - Statutory sick pay
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring.
- One parent is employed and one parent is disabled or incapacitated and in receipt of specific benefits.

If you feel that you may be entitled to access the 'extended' hours you need to contact the Early Years Team on 0800 587 8042.

Parents may purchase additional hours if spaces are available.

Lunch will be charged at £2.20 per day.

Rook's Nest Academy Flyers sessions

Breakfast Club 7.45-8.30	Afterschool option 1 3.30-4.30	Afterschool option2 3.30-6.00
£4.50*	£4.50	£8

*(please note if you are using this facility as part of the 30 hours entitlement the Academy will claim 1 hour childcare cost)

We strongly believe in Early Years Education and do not feel that anything less than a minimum of 3 hours (a session) is valuable to children's education. However, we will discuss individual cases as or when the matter arises. Extra hours can be charged at £4 per hour after consideration of individual cases.

Once parents have received their unique code it must be shared with the setting. If we do not receive notification from parents before 30th June a bill will be issued for September extended provision fees on 10th July. This will be refunded as part of the first invoice once a child has successfully taken up their place (if eligibility has been secured).

Rook's Nest Flyers

Rook's Nest Flyers provide the wrap around and holiday childcare facility for Rook's Nest Academy. The facility is only available to pupils who are registered with the Academy. Fees for children are payable, through the online service, monthly in advance. Invoices will be issued on the 10th of each month and all fees must be paid before the 20th of the month. A £5, late payment, will be charged for every day after this unless there is a genuine issue which has been discussed and agreed with Flyers staff beforehand. Childcare vouchers are accepted and payment can be made through the Government tax-free childcare scheme.

All absences, including sickness, family holidays, etc. when your child is booked in must be paid for. Ad hoc bookings maybe requested and if can be facilitated must be paid for within 48hrs of the booking. A £5 late payment will apply for every day after if it has not been paid. Payment is for term time only. Holiday childcare needs to be arranged separately.

£26.00 for a full day (7.45-6.00). £15 for a ½ day.(7.45-1.00 or 1.00-6.00). Payment must be made within 48hrs of it going onto school money or late charges will apply.

One months' notice, in writing, is required for changes or termination of a place. However, the provider can terminate without notice if the parent/carer is late with scheduled payments on greater than three occasions. – I am suggesting we remove this as the late payment will now cover us.

Children must be collected promptly at the end of each session as a late collection fee of £8, per 15 mins, may be issued for parents who continually turn up late.

If children are not collected by 4.30 of the first session then parents will be charged for the second session. A £5 charge will be made for every 15 mins past, or part thereof, if a child is not collected from the second session by 6pm.

Date policy approved: October 2021

Date of policy review : When required based on substantial changes

Policy approved by: FGB