



Olga Primary School

Charging & Remissions Policy

Policy Date: April 2025

Review Date: April 2026

Introduction

All statutory aged education during School hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of full-time nursery provision and individual or group music tuition.

All chargeable activities must now be paid either by using the School Gateway App or by eligible voucher/grant schemes.

1. Voluntary Contributions

When organising School trips or visits which enrich the curriculum and educational experience of the children, the School encourages Parents/Carers to contribute to the cost of the trip. 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/Carers have not paid any contribution or the full contribution. We do not treat these children differently from any others.

If a Parent/Carer wishes their child to take part in a School trip or event, but is unwilling or unable to make a voluntary contribution, we would allow the child to participate fully in the trip or activity. Sometimes the School subsidises costs in order to support the visit. Parents/Carers have a right to know how the cost of each trip is calculated. The School provides this information on request.

2. Residential Visits

If the School organises a residential visit in School time or mainly School time, which aims to provide education directly related to the National Curriculum, where possible, we do not make any charge for the education or travel expenses. However, we will make a charge to cover the costs of board and lodging. Depending on your personal circumstances some additional subsidy may be applied. We support Parents/Carers as much as possible to get full participation, however, we cannot guarantee a place on a residential visit without payment towards costs.

3. Music Tuition

All children study music as part of the normal School curriculum. We do not charge for this.

There is no charge for individual or group music tuition if this is part of the National Curriculum. The THAMES music teachers teach individual or small group lessons. We give Parents/Carers information about additional music tuition at the start of each academic year.

4. Swimming

The School organises swimming lessons for all children in KS 2. These take place in School time and are part of the National Curriculum. We make no charge for this activity. We inform Parents/Carers when these lessons are to take place. Parents/Carers would be expected to provide a basic swimming kit.

5. Passport & Other Government Verification Requests

The School is able to provide references or letters for children who are attending the School. For certain applications a qualifying period maybe required. There is an administrative charge of £10 for each specific item requested or simple declarations. A charge of £20 will be applied for longer forms and other more complex issues.

6. Full Time Nursery

If for any reason a Parent/Carer loses entitlement to the additional 15 hours funding during the nursery year, then they shall be required to pay an additional top-up charge to maintain full time provision, until Government funding is restored, or the child is reduced to part time attendance.

7. Full Time Nursery Top-Up

Parents/Carers who would like their child to attend full time but are not eligible for 30 hours funding can apply for a full-time paid place. A fee of £3,600 is payable for an additional 15 hours per week. This charge can be paid in one lump sum or 10 equal monthly payments of £360, between September and June. All payments can be made using TFC, Salary Sacrifice schemes, or School Gateway.

Once a child has started at the School and a Parent/Carer wishes to stop full time care, the School requires one term's notice to make any adjustments to the provision being offered. Payment for at least one term will still be due.

8. After School Activity Clubs (3:30-4:30pm)

The School will aim to provide at least two activities each evening to support children's wider interests and to help working Parents/Carers. The School charges up to £8 per session for these clubs and activities. (Homework, Film, Orchestra & Choir Clubs are free of charge). All fees must be paid for in advance using School Gateway.

Offered if the child is unable to attend a session or if a session has to be cancelled. If this cost excludes a child that the School feels would benefit from attending an activity, partial and/or fully subsidised places may be offered. If too few children sign up for one of the clubs, the planned activity is likely to be cancelled.

Please note that clubs are age specific, and you may not be able to enrol your child into a club for everyday of the week. If you require daily childcare, then the services in section 9 below may be more appropriate.

9. Externally Run Activity Clubs

Occasionally third party organisations are approved to deliver activities for children at the School. The charging rates for these clubs will be based on the third party fee plus a School administration charge of £1 per child per session.

10. Night Owls - Childcare For Nursery-Year 6

Olga Primary School operates all childcare services under the Night Owls/Early Birds brand. An application procedure is in place to join the service and full details can be supplied by the School office. Fees are £12 per day. Vouchers are accepted for payment towards these costs and those of the Breakfast Club. These prices are for Parents/Carers who book childcare in advance.

This club will operate from 3:30-6pm Mon-Fri, term time only. For early years the club start time is 3:20pm.

Emergency Childcare is available at short notice, by arrangement with the School office. The charge for emergency childcare is £15 per day. This is a fixed charge and does not vary according to length of care required on any given day.

11. Late Collection Charge

Rationale

The School directly operates childcare services providing the capacity to manage emergency childcare needs, that is now been increasingly utilised by Parents/Carers. For equity reasons the late charge will stop the use of free ad-hoc childcare.

The ever-increasing School population has resulted in an increase in the number of children being picked up late, exceeding the capacity of the School office to manage safely and effectively.

A greater proportion of our Parents/Carers have children in more than one School and/or live further away from the School.

Children who are not picked up on time have different emotional capacities to manage their Parent/Carer not arriving on time, with some children becoming distressed. The School has a responsibility to ensure the well-being of all children.

There has been an increase in the number of instances where children have not been collected for a considerable time after the end of the School day.

Procedures

Children who have not been collected within 15 minutes of their School/club finish time will automatically be deemed as requiring for emergency childcare. The late pick-up charge of £15 will be payable via School Gateway by the Parent/Carer at the time of collection.

The School will show discretion where possible and Parents/Carers will be reminded about the procedure on the first occasion and the charge waived.

Additionally, Parents/Carers who are persistently late (3 lates per half-term) to collect their child(ren), but not by more than 15 minutes will also be subject to the £15 emergency childcare fee. Again, Parents/Carers will be advised about a pending charge and given an opportunity to improve their punctuality.

In circumstances where the late collection charge has been levied more than twice in any given term the Parents/Carers will be invited to meet with the Headteacher or another relevant senior member of Staff to discuss individual issues, to help avoid multiple instances of charging.

The School would like to re-iterate that this procedure is not designed as a way of raising revenue but to safeguard the welfare of all children. The charge is being implemented as a disincentive and is consistent with the emergency childcare charge that is discussed in Section 8, above. Any revenue raised will be invested directly in resources for children in the School.

12. Early Birds Breakfast Club

The School operates its own Breakfast Club running 8-9am Mon-Fri term time for any child including nursery. The application procedure to join this club is managed by the School office. This service is charged at £4 per day per child. Payments are expected to be made in advance using School Gateway.

A discounted amount of £3 per session is charged for the second or third child, where applicable. These prices are for Parents/Carers who book in advance and are committed for at least half-a-term.

Emergency/unplanned childcare (including breakfast) can also be arranged for Parents/Carers who need to bring their child to School between 8-8:40am. This will be chargeable at £5 per session per child. Please use the School Gateway App to book.

13. School Uniform

All children attending Olga School are required to wear a School Uniform. There are only two items of clothing and the School bag that carry the School logo. These embroidered items can only be ordered online from myclothing.com. Other items such as trousers and shoes can be acquired at any good retailer.

14. School Meals

Currently, children in nursery who do not qualify for free School meals must pay for School lunch, if they do not have a packed lunch. The charge for School lunch is £2.50 per day and must be paid for a minimum of 1 week in advance. All payments are made using School Gateway.

15. Staff Discount For Paid Childcare Services

16. After School Activity Clubs & Wraparound Care For Children with Additional Needs

The School's ethos is that which promotes inclusivity. To that end all children have an opportunity to access services outside of normal School hours. Children who require additional adult support during School hours will also require this support to benefit from the activities they are enrolling into outside of these hours. Unfortunately, the funding the School receives for additional support during School hours does not extend to services outside of those hours.

Where a child has a specific support plan in place that requires an additional adult to help the child on a one-to-one basis then the School will now also require that a similar plan is in place for out of hours activities. As existing funding does not cover this time, a surcharge will need to be applied for any child that requires the support of an additional adult. The surcharge in addition to the standard charge for any of the out of hours services offered by the School are itemised below:

Breakfast Club: £10 per session

Night Owls: £25 per session

Activity Clubs: £10 per session

This subsidised surcharge is calculated based on the cost of support Staff overtime to the employer at approximately £23 per hour.

17. Lost / Stolen / Damaged School Property

The School reserves the right to charge Parents/Carers to repair or replace School property that has been maliciously damaged, lost or stolen, that falls below the School's insurance threshold for a claim. All such cases will be reviewed by the School Business Manager or Headteacher before a decision is made to charge. The School office will handle all matters relating to such claims.

18. Hardship Fund

The School will work in partnership with the 'Friends of Olga' to create a Hardship Fund. This fund will enable the School to subsidise children so that they can access activities that their families cannot otherwise afford. The fund will be managed under the same financial controls used by the School. Decisions about who will be subsidised will be made by the Headteacher.

19. Remissions

Pupils whose Parents/Carers receive one of the support payments below are legally entitled to remissions, where specified in this document:

Universal Credit

Support under part VI of the Immigration and Asylum Act 1999 Child Tax Credits, provided they are not entitled to Working Tax

20. Refunds / Non-Payment / Discretionary Remissions

1. In relation to School services described in Section 6-12 all due payments must be received by the School as requested. Failure to pay fees on time without prior agreement with the School Business Manager may result in legal action by the School to recover any overdue amounts. This will result in additional charges and costs that will be added to the due amounts and could affect your credit rating.
2. Non-payment of fees may also result in your child being removed from any of the paid services.

3. Ordinarily the School will not refund payments for paid services, nor offer credit for services booked in advance which are then not taken up in situations such as, child absence or unexpected School closure. Please speak to the Headteacher to discuss any consideration under other exceptional circumstances.
4. The Headteacher reserves the right to offer part or full remission to any of the chargeable services stated in the Policy where there is evidence of a clear need including for safeguarding reasons.