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Our Vision



Astley C.E. Primary School aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school site. All activities are carefully chosen to deepen the children's learning, further their personal, emotional, social and spiritual development and contribute to their well-being.

Adventurous activities off site provide children with the opportunity to be stretched and challenged with experiences they may not have encountered before. They learn to dig deep, develop resilience and courage as well as discovering a little more about themselves. In turn this encourages reflection and the opportunity to become the best that they can be.

Many of our visits and visitors inspire and ignite a love of learning in a deep and memorable way which can be truly spiritual in developing awe and wonder about the world in which we live. They are almost always social, requiring teamwork in ways that go beyond that which can be experienced within the classroom environment.

Ratified by the Governing Body: 23rd January 2024

Date for review: January 2026

Signed by:

Chair of governors Lisa Screen


Headteacher Tracie Langfield

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Astley Charges and Remissions Policy

The Education Act 1996 clarifies the activities for which charges can be made or voluntary contributions sought. It gives schools the discretion to charge for optional activities and the right to invite voluntary contributions in support of any activity organised by the school to enrich the curriculum.

Our policy is based on advice from the Department for Education on [charging for school activities](#) and the [Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Our policy aims to ensure that activities offered in school time are available to all pupils regardless of their parents' ability or willingness to help meet the cost. It seeks to make clear to parents the activities for which charges may be levied, the activities where voluntary contributions are invited and the activities which will be funded from within the school budget.

Purposes

This Charging and Remissions Policy covers charges relating to educational and non-educational activities.

- School visits, which are planned to support classroom work, offer the pupils first hand experience of topics being studied. This first hand experience is an invaluable aid to the learning process. Visits also offer opportunities for the development of confidence, independence, responsibility for self and others, and a sense of adventure, which are not available in the same way in school.
- Extended visits over several days undertaken by the older pupils offer a very special opportunity for social, physical, emotional, and intellectual development outside the usual home/school environment, which would not otherwise be possible.
- Practical activities such as cookery, and work in art/craft and design technology, are important, and offer special opportunities for active learning and the development of cross-curricular skills.

The following guidelines set out the financial arrangements, which will apply when the above activities are under consideration.

Guidelines

General Principles

The school wishes to provide the best possible educational opportunities available within the funds allocated by the Department for Education (DfE). The law states clearly that education during

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normal school hours is to be free of any compulsory charge to parents/carers, and the school fully endorses that principle. It is recognised, however, that many educationally valuable activities will be dependent on financial contributions in whole or in part from parents/carers. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational programme provided for pupils. Where specialists are involved, or activities are organised to further enhance the curriculum provision parents may be asked for a voluntary financial contribution.

The school's concern is to keep financial contributions for additional activities reasonable and kept to a minimum to ensure as far as possible, that all students can take part, regardless of their circumstances. Any calculated contribution will not exceed the actual cost of providing the activity and will be divided equally by the number of pupils participating. Donations from the Parent Association, Friends of the school, or any outside organisation will be taken into consideration when calculating the cost. There will be no levy on those who contribute, to support those who can't or won't.

The school will make clear the criteria to allocate places on any activity before requesting any contribution from parents/carers as part of any information sent out to them. Explaining if insufficient funds are available for an activity requiring a voluntary contribution, it may be necessary to cancel the activities, and parents/carers will be informed of this when the contribution is requested, and any monies returned promptly. The school will decide on an appropriate level of income necessary for the activities to take place or insufficient funds to proceed with it in full.

The main exception to this guidance is music tuition covered under The Charges for Music Tuition (England) Regulations 2007, which sets out the conditions for charging for playing a musical instrument, including vocal tuition. The school will clarify this when informing parents/carers. As this is not chargeable if part of any curriculum activity but can be charged if offered as an extra-curricular activity.

1. Admissions


There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals (FSM) or universal infant free school meals (UIFSM). UIFSM is available to all children in years Reception, Year 1 and Year 2. Pupils who are not entitled to free school meals will be charged a set amount per week via School Money for the cost of their meals. This is set by our meal provider, currently Shire Services.

3. Statutory tests

There is no charge for the statutory tests and assessments that are part of the primary school National Curriculum.

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4. Activities that take place inside or outside of school hours

There is no charge for activities that take place inside or outside of school hours which are a statutory part of the primary school National Curriculum or part of the school's curriculum for religious education.

The Governing Body reserves the right to make a charge for the following optional activities allowed by the Act:

- individual music tuition and music examination fees;
- clubs offered after school;
- Stay and Play childcare offered before and after school;
- books or resources purchased voluntarily to be used at home.

The headteacher will decide when it is necessary to charge for optional activities and advise parents well in advance of each activity. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity. Participation in any optional extra activity will be by parental agreement and a willingness to pay the charges.

The Governing Body reserves the right to invite a voluntary contribution for the following activities allowed by the Act:

- residential or day visits, visitors, theatre or sports events which enrich the curriculum and which cannot be afforded without voluntary funding;
- the cost of transport to swimming lessons;
- ingredients and materials for cooking, art or design and technology where parents have indicated in advance a wish to own the finished product.

The school will give parents as much notice of these events as possible to allow parents to budget accordingly. There is no obligation for a parent or carer to make a contribution and the school will in no way pressure parents to do so. No child will be excluded from the event if a contribution is not made. The school reserves the right to cancel the event if there is insufficient funding via parental contributions. In the event of cancellation, all monies paid will be returned to parents. The identity of the child or parents of the child/ren who do not make a contribution will not be disclosed under any circumstances.

Parents will be issued a letter requesting a voluntary contribution. This will include:

- the nature of the proposed activity;
- its value in educational terms;
- Indicate the level of contribution required;
- Emphasise that there is no obligation to contribute, and that no pupil will be omitted from the activity because his/her parents/guardians are unwilling or unable to pay;
- Indicate the activity may not take place if not enough contributions are received.

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Charges relating to Educational Activities

Type of Activity	Request from parents/carers
Day trip (curriculum) Visits during school time required for curriculum reasons, or for Religious Education	Voluntary contribution
Day trip (optional, outside of hours) Visits which are not specifically required for curriculum reason or Religious Education, taking place outside school time	Charge for Allowable Costs*
Optional Activities (outside of hours) For example – cookery club after school	Charge for Allowable Costs*
Residential Trips **	Charge for Allowable Costs*
Classroom Materials (to own) Where the parent has indicated in advance that they would like to own the finished product	Charge for Allowable Costs*
Classroom Materials (for practical activities such as cookery, DT etc.)	Voluntary Contribution

* Allowable costs include:


- The pupil's travel and subsistence costs
- Materials, books, instruments, and other equipment
- Teaching and support staff if employed to accompany the visit
- Entrance fees to museums, castles, theatres etc.

** Charges will be made for board and lodging, except for those pupils entitled to remissions – see section 7. Parents will be charged for all allowable costs* when the number of school sessions missed by the pupils totals half or more of the number of half days taken up by the activity. In such cases parents will be told how the charges were calculated.

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5. Other income and donations

Some goods are sold through the school where a small profit may be made usually through commission. Goods include; book fair sales, school photographs and school uniform. Any profit made goes into School Fund and is used to subsidise future activities and events.

As part of our school vision to be a generous and compassionate community, the school seeks voluntary donations for charitable events such as non- uniform days, cake sales and sponsorship events. We will always inform parents of the purpose of the donation and monies and goods will be allocated accordingly.

6. Damage to property and breakages

A charge will be levied in respect of willful damage, neglect, or loss of school property (including premises, furniture, equipment, books, or materials), the charge to be the cost of replacement or repair, or such lower cost as the headteacher or member of the Governing Body may decide.

This also applies to third party property where the repair or replacement cost has been recharged to the school. In such cases the full cost will be passed onto the individuals involved.

Whether or not these charges will be made will be dependent on the circumstances of each situation.

7. Remissions and concessions

Children of families who receive the following support payments are entitled to free school meals.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2023 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The school is allocated specific funding for each child who is eligible for free school meals (or have been eligible in the past 6 years)

Where parents or carers are in receipt of the above support payments, the school will give consideration to the remission of charges for activities where a voluntary contribution has been sought. *Parents should speak confidentially to the headteacher.* The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the headteacher.

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Astley Nursery Fees and Charges

Aim

Astley Early Years Nursery aims to provide value for money and high quality provision in an outstanding environment run by qualified staff and led by an experienced classroom teacher.

Admissions

At Astley Nursery we offer places on a first come, first served basis. This is based on the completion and submission of an application form. You may put your child on a waiting list for future places if you wish.

Please note that attendance at our Nursery does not guarantee you a place at the Primary School and the normal admissions criteria set by Worcestershire County Council will apply to all school applications. Our School Admission Policy can be viewed here https://www.worcestershire.gov.uk/sites/default/files/2022-12/astley_ce_primary_admission_policy_2023.pdf

Fees and Government Funding overview

We accept children from the term following their third birthday. Children aged three and four can use the Nursery Education Grant to access 15 or 30 hours of free Nursery education. For more details about the qualifying criteria please visit <https://childcare-support.tax.service.gov.uk>

The 15 hours is equivalent to five 3 hour sessions at Astley Nursery. These can be taken in the morning or afternoon. Any extra sessions required, (availability permitting), would be subject to an hourly charge.

Your funding can be used flexibly and can also be used in wraparound after the core hours have been met. We also accept childcare vouchers, please speak to the office if you wish to pay using these.

All children are charged a consumable fee of £20 every term. This equates to £60 per year and covers items like ingredients for cookery lessons, forest school resources, consumables such as wipes and nappies.

Breakfast Club

We have a breakfast club available daily on site from 7.45am – 8.30am. This session costs £1 per 15 minute block. Places must be booked in advance, via our online system School Money. You can use any un-allocated funding towards this.

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**Payment for childcare fees.**

Nursery fees for the 2023/2024 academic year are £4.37 per hour per child and are payable within 30 days of receipt of an invoice. You will be issued an invoice within the first three weeks of the start of each term. Fees must be paid using our online payment system School Money. When your child starts nursery, you will be sent a link and once you've clicked on the link, you will be able to see your account, and make payments for any extras. Fees will be charged for the agreed days and hours regardless of whether the child attends or not. Refunds are not given for non-attendance. If your payment is returned unpaid you will be charged the relevant banking fee. You may also be charged an administration fee representing 5% of the value of the payment.

If you wish to change your child's hours, this can be done at each half-term by completing our Change of Hours form (see Appendix 1) If you wish to stop your child's attendance at Nursery then you need to give 4 weeks' notice, in writing, of the date you intend to withdraw your child, otherwise you may be liable for any fees for the following term.

The School will review Nursery fees on an annual basis in the summer term. Any increase will take effect from the start of the new academic year in September.

Daily Sessions/Hours breakdown

Session	Time	Universal Allowance (free hours)
Morning	8.30am – 11.30am	3 hours
Morning with lunch	8.30am -12.00pm	3.5 hours
Afternoon	12.00pm - 3.00pm	3 hours
Afternoon with Lunch	11.30pm - 3.00pm	3.5 hours
Full Day	8.30am - 3.00pm	6 hours

Non-payment of Childcare / additional Fees

If the fees detailed on your invoice have not been paid by the deadline date, in the first instance, an email/text will be sent out via School Money reminding that payment is due, this will be followed up with a letter and/or phone call. If payment is still not received and the debt remains unpaid, a formal letter will then be issued informing parents that the child will no longer be able to attend the nursery until fees are paid in full.

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Non - payment of childcare fees by the date specified on the invoice will result in a late payment charge of 10% of the total charges owed. This will be applied if the charge remains unpaid after the deadline and you have not notified Astley to make other arrangements.

Payment for late collection

All parents/carers will be given a ten minute grace period on late collection of their child. If your child has still not been collected 10 minutes after the session has ended, a £5.00 charge will be levied and for every ten minutes thereafter. We understand that sometimes emergencies happen, so if you know you are going to be longer than 10 minutes late picking up, please contact the school office as soon as possible to advise on 01299 822002.

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Appendix 1 – Change of Hours Form



ASTLEY NURSERY CHANGE OF HOURS FORM

Name of Child	
Parents Name/s	
Child's Date of Birth (Day/Month/Year)	/ /
Telephone	Home Mobile
Email address	

Effective date that you would like to change your child's hours. <i>(Please note that minimum notice of half a term must be given to increase or decrease hours).</i>	/ /
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	CURRENT HOURS	REQUESTED NEW HOURS				
		MAIN NURSERY HOURS			WRAPAROUND HOURS AVAILABLE Charged at £1 per 15 minutes	
	Child's Current Hours Please write in your current times	8.30 am to 11.30am (3 hours)	11.30am to 12noon (30min lunch)	12 noon to 3.00pm (3 hours)	AM Stay and Play sessions available from 7.45am/8.00am 8.15am Please indicate drop off time below to book	PM Stay and Play sessions available until 3.30pm/3.45pm/4pm/4.15 pm/4.30pm/4.45pm/5pm/ 5.15pm/5.30pm/6pm Please indicate pick up time below to book
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

WRAPAROUND BOOKINGS – ONLY INCLUDE ABOVE IF USING YOUR FUNDING TO COVER WRAPAROUND HOURS. ALL PAYABLE HOURS ARE TO BE BOOKED AND PAID FOR VIA SCHOOL MONEY

I understand that this application for an hour change is subject to availability and I may be put on a waiting list.

Signature..... Date.....

Nursery children are able to start at the beginning of the half term after they have turned 3. This is self-funded and charges will apply. Government funding is available from the term **after** a child turns 3 years old. Currently, government funding covers the cost of 15 hours attendance for all 3-4 year olds. An additional 15 hours per week may be available subject to criteria.