

## **Richard Avenue Primary School**

### **Charging and Remissions Policy for Visits off Site (VOS) Breakfast and Afterschool Club**

**Date policy reviewed: Autumn 2019 Annual**

#### **Visits off Site**

##### **Costing and Charging**

Costing will be according to the nature of the VOS, this will affect the charge made in terms of a voluntary contribution. All monies will be accounted for by the Organiser. Parents will be asked for voluntary contributions towards the cost of the visit – because to fund such worthwhile visits from the schools limited resources would be extremely difficult.

The school reserves the right to cancel any VOS if it becomes apparent that financially it is not viable.

Derwent Hill costs need to be paid in full as a voluntary contribution. The ‘Friends of Derwent Hill’ fund exists for parents who experience a ‘difficulty’ in their child attending Derwent Hill for a residential visit and this may well include a ‘financial’ reason.

The school will inform parents through the school newsletter, that support may be available for parents on low incomes and in receipt of certain benefits – when being asked for contributions towards the cost of school visits. This information will also be available by the RAPS Community Family Liaison worker.

#### **Breakfast and Afterschool Club**

##### **Introduction**

At Richard Avenue Primary School it is recognised that the addition of a Reading Breakfast Club and Homework After School Club and the activities they provide makes a valuable contribution towards pupils’ education.

The co-ordinators of the clubs aim to provide these facilities both to support parents’ needs and support pupils’ education. A further aim is to instill the importance of a healthy lifestyle into parents and pupils.

##### **Charges**

In order to provide these facilities it is essential that we charge for attendance at each session. The amount charged will be set in conjunction with consultation from parents and will be of an agreed amount.

We recognize that many of our pupils' have siblings in school and to support parents' with the cost of their children attending the clubs we will reduce the amount charged for 2<sup>nd</sup> and 3<sup>rd</sup> children who attend.

The charges for both clubs are as follows:

Breakfast Club – £2.50 per session  
2<sup>nd</sup> or 3<sup>rd</sup> child £2.00 per session on the same day.

After School Club - £4.50 per session  
2<sup>nd</sup> or 3<sup>rd</sup> child £3.50 per session on the same day.

Charges for both clubs will be reviewed on an annual basis. At times the amount charged may be reduced if any additional funding, from outside agencies, can be secured for this provision.

### **Payments**

To facilitate any purchases the clubs need to make (e.g. food) it has been stated that payment for sessions must be made a week in advance to secure a place.

Parents will be informed if their payments are late by letter and provided the payments are made up to date immediately the place will remain secured. If payments are not made the place will be given to any parent who is awaiting a place.

If any payments are already made and a booking is secured, and the child is absent from school the payment will not be refunded due to the prior purchase of food and payment of staff.

### **Remissions**

Payments will only be refunded if a child leaves the school and there already previous bookings made.

Also if a child is in hospital long term, payments for the clubs will be suspended until the child can return to school, and a place will be held in whichever club is affected.