



Head Teacher: Mrs M Orton  
Melbourne Road, Leicester, LE2 0DR  
Tel and fax 0116 2625280  
office@uplands-inf.leicester.sch.uk  
Website: www.uplandsinfant.org.uk

## **Charging and Remissions Policy**

All the education we provide during normal school hours is at no charge to children. We do not charge for any activity undertaken as part of the National Curriculum.

### **Voluntary contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. 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 or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras' and are not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

### **Music tuition**

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

### **After School Clubs**

We run a breakfast club and additional activities at the end of the school day as part of our commitment to providing extended services. We charge 50p per day for use of the Breakfast Club. After school sports clubs are provided free of charge. From time to time, external

providers run after school clubs, these are chargeable and payable directly to the external provider.

### **Pupil Premium**

Children who qualify as a Premium Child receive access to school trips, homework books and Breakfast Club free of charge.

### **Late Collection of Children**

School finishes at 3.05pm and all children must be collected on time. If children have not been picked up from their classroom by 3.15pm they will be taken to the school office. Late parents need to come to the school office to notify reception that they have come to pick up their child. If a parent arrives at reception after 3.20pm the charge will apply.

We recognise that there may be exceptional circumstances which will lead to a parent/ carer being unable to get to school on time and parents must notify the school by 3.00pm at the latest so that the child/ children can be reassured.

We do not operate after school care and children being picked up late requires a member of staff to be employed to look after them. Children being picked up late from school (after 3.20pm) will incur a charge as follows:

3.20pm - 3.30pm pick up = £10 charge	3.30pm pick up = £20 charge
4.00pm pick up = £30 charge	4.30pm pick up = £40 charge
5.00pm pick up = £50 charge	

Children being picked up late from after school clubs (after 4.20pm) will incur a charge as follows:

4.20pm - 4.30pm pick up = £10 charge	4.30pm pick up = £20 charge
5.00pm pick up = £30 charge	After 5pm, social services will be contacted.

### **COVID-19**

During the Coronavirus pandemic, no charges will be issued for late collections, please still inform the office if you are going to be late.

### Monitoring and Review

*The day to day monitoring of this policy is the responsibility of the Head teacher. This policy will be reviewed every year or earlier if considered necessary.*

**Agreed Date:** September 2020  
**Review Date:** September 2022

Signed:  Head Teacher

Revision History Date	Details of change
December 2017	Reviewed and removal of reference to Reading Clubs
December 2018	No changes
September 2019	Addition of charges for late collection
September 2020	COVID-19 addition