Purley Partnership Federation

Purley Nursery School
Achieving and growing together

Christ Church Primary School
Nurturing lifelong learners with God's guidance

Charging policy

Revised June 2024, due for review June 2026

Aims
All primary school education during school hours is free. The Federation does not charge for any activity undertaken as part of the Early Years Foundation Stage or National Curriculum with the exception of individual or group music tuition.

Voluntary contributions
When organising school visits which enrich the curriculum and educational experience of the children, the Federation invites parents to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents 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 an education visit, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the visit. Sometimes the relevant school pays additional costs in order to support the visit. Parents have a right to know how each visit is funded. The relevant school provides this information on request.

The following is a list of additional activities organised by schools in the Federation, which require voluntary contributions from parents. This list is not exhaustive:

- visits;
- sporting activities which require transport expenses;
- school trips.

Residential visits
If Christ Church Primary School organises a residential visit in school time or mainly school time which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. Parents will be given sufficient notice to make payments in instalments where possible, if funds are not collected to cover the cost of the trip the decision will be taken to cancel after the cut off date has been reached for payments. If

parents are experiencing financial difficulty they are invited to make an appointment in confidence with the Executive Head Teacher. This financial situation regarding the costs due to non-payment is monitored closely by the Personnel and Finance committee.

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

Christ Church Primary School will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by Croydon Music Service or the music teacher themselves and may vary depending on size of group, length of lesson and type of instrument. The contract is between the music service or individual music teacher and the parents.

Swimming
Christ Church Primary School organises swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity as it is government funded. We inform parents when these lessons are to take place.

After-School Clubs at Christ Church School
From time to time, individual staff organise after-school clubs such as Art Club or Cookery Club. The cost of the materials needed to run these clubs will be passed directly to the parents in the form of a weekly or termly charge.

Charges
- Loss of, damage to, or breakage of school property e.g. books, windows, other equipment and so on, will be charged for if caused by negligence or deliberate act at the discretion of the Executive Head Teacher for Christ Church School or the Head of school for Purley Nursery School.

Wraparound Care - Purley Nursery School Before and After School Club
- Wraparound care, beyond the statutory nursery/school education entitlement, is provided and managed by Purley Nursery School. All places are subject to availability and offered against an admissions criteria. (see Admissions Policy) Anyone not offered a place, will be added to a waiting list.
- **2 year olds**

  Wraparound care is not routinely offered to 2 year olds. Where 2 year olds are accessing wraparound care, charges will be applied in line with a £10 hourly rate. These will not change on their third birthday. They will remain until their new funding arrangements are applied, ie the term after their third birthday.

Fees for Purley Nursery School Children:

Type of Provision	Fees (To take effect in September 2024)
Early Breakfast Club 7.45-8.30am	£4.25 per day
Breakfast Club 8-8.30am	£3.00 per day
After School Club 3.30 to 5pm	£9.00 per day
After School Club 3.30 to 6pm	£16.00 per day
3 Year old AM or PM Session	£18.00 per session
Non-Funded 2 Year Old session (3 hours)	£30.00 per session
3 Year Old Lunch Session 11.30 to 12.30	£6.00 per day
2 Year Old Lunch session 11.30 to 12.30	£10.00 per day

Fees for Christ Church Primary School Before and After School Club:

Type of Provision	Fees - To take effect in September 2024
Breakfast Club 7.45 am start	£7.50 per day
Breakfast Club 8.00 am start	£6.00 per day
After School Club till 5pm	£12.00 per day
After School Club till 6pm	£19.00 per day

Parents must sign a wraparound contract agreement and will then be invoiced for wraparound care every half term by **Purley Nursery School.**

- Payment is requested on receipt of invoice (every half term).
- Arrears are not allowed. We regret that non-payment of fees will mean that children cannot attend additional services with immediate effect.
- Fees must still be paid when a child is absent
- Purley Nursery School will refund for any days when the Nursery is closed due to an emergency e.g. heating breakdown
- A 20% discount is offered for the second and subsequent sibling
- Four weeks' notice is required if a place is no longer required

Holiday Playscheme

- Holiday Playscheme is open to all members of the local community between the ages of 3-8 years old.

Fees:

Time of Provision	Fees
9am-5pm	£30 per day
10am-4pm	£28 per day

10am-12:30pm	£13 per day
1:30pm-4pm	£13 per day

- All fees must be paid in advance. Without this payment, children will not be able to attend.
- Fees are non-refundable and must still be paid even when a child is absent
- Purley Nursery School will refund for any days when the Nursery is closed due to an emergency e.g. heating breakdown
- A 20% discount is offered for the second and subsequent sibling

These charges will be reviewed annually.

Late Collection of Children at the end of their educational session

At Christ Church School, there is a cost for the care of those children who are collected late. As a result there is a charge of £5 for this care if you collect more than 10 minutes after your child's allocated end of day collection time. This will increase by £5 for every additional 10 minutes or part of thereafter. If you do not have money with you we ask that you pay this the following day or we will arrange to deduct the money from your parent pay account.

At Purley Nursery School, there is a cost for the care of those children who are collected late. As a result there is a charge of £5 for this care if you collect more than 10 minutes after your child's allocated end of session collection time. This will increase by £5 for every additional 10 minutes or part of thereafter.

Please note, charges for late collections at Wraparound and Holiday Playscheme are charged differently, please see the contract or booking form for details.

Arrangements in the event that your child/children are not collected from the Schools at the end of the day

The following procedures have been developed with the Local Authority to ensure the care and safety of your child.

What Parents should do to ensure the safety of their Child

- ☐ **It is important that you provide us with your current address and at least two telephone numbers where you or someone authorised by you can be reached in an emergency.**

- ☐ **If you are aware that you are going to be delayed please telephone to let us know.**

- ☐ **If you arrange for your child to be collected from school by another adult, you must advise us who that person is and for how long the arrangement will be in place.**

What the School will do to ensure the safety of your child

- ☐ **If you have not arrived at the close of the School to pick up your child, a member of staff will make every effort to contact you on the numbers provided.**

- ☐ **If you are just delayed then appropriate arrangements will be made to wait for you and you will be charged for the child care.**

- ☐ **If we are unable to locate you or another adult who could act on your behalf, by 4.30 pm (or 6.30pm if the child attends After School Club), a member of staff will ring a duty Social Worker in the Social Services Department at Bernard Weatherill House on 020 8726 6400.**

- ☐ **Efforts will continue to be made to contact you, if you have not been contacted and you have not arrived by 7.30 pm, a member of staff will be asked to take your child to the place as arranged with the duty Social Services officer.**

- ☐ **In the event of this happening a message will be left for you to contact the Social Services department and you will be advised where your child is and how you can collect them.**

Clearly these events should be rare, but nonetheless they can be distressing for all concerned. We hope that such arrangements will not be necessary.