



Streetsbrook Infant & Early Years Academy



Charging Policy

Streetsbrook Infant & Early Years Academy

At Streetsbrook, we strive to provide an equal chance for all to become caring, responsible citizens who lead happy and fulfilled lives, and are equipped with the knowledge, skills and abilities to shape the world they live in.

‘Learning for Life’

Our values are:

Desire to Learn

To enjoy the lifelong process and challenge of learning; alone and with others.

Love and Respect

To have respect for ourselves, others and the environment, recognising and celebrating individual lifestyles, cultures and faiths.

Happiness

Developing successful relationships where individuals can build and follow their dreams.

Confidence

Having the self-belief to embrace and follow your own choices.

Being a Good Citizen

Making a positive contribution to communities on a local and global scale.

CONTENTS

Introduction.....	1
Legal Framework.....	1
Roles and Responsibilities	2
Charging for Education.....	2
Education Partly During School Hours.....	3
Damaged or Lost Items.....	3
Pupil Premium.....	3
School Trip Refunds.....	4
Income Generation	4
Freedom of Information Policy and Publication Scheme	4
Streetsbrook Childcare	5
Debt Management.....	5
Monitoring and Review.....	5
Appendix (i) – Childcare Charges	

NB:- The contents of this policy have been adapted from a Model Policy produced by The School Bus.

This policy is reviewed annually.

Introduction

Education in the UK is funded by the state for all children unless parents choose to opt out of the system and make alternative arrangements for their child. The level of funding provided by the state ensures a basic level of education is available to all and is free.

Streetsbrook Infant & Early Years Academy is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

The school will ensure that this policy is published on its website and provides the school community with details of activities for which the school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay.

For the purposes of this policy the following definitions will be used:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge, partly or wholly, which would normally be payable.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Academies Act 2010
- Children Act 1989
- DfE (2018) 'Charging for school activities'
- DfE (2024) 'Academy trust handbook 2024'
- DfE (2024) 'Academy trust governance guide'
- DfE (2024) 'What academies and further education colleges must or should publish online'
- Education Act 1996
- Freedom of Information Act 2000
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- The Trust's Funding Agreement

This policy operates in conjunction with the following school policies:

- Anti-Fraud and Corruption Policy
- Complaints Procedures Policy
- Data Protection Policy
- Debt Recovery Policy
- Finance Policy
- Financial Procedures Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme

Roles and Responsibilities

The Trustees will be responsible for:

- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of children attending the school, and for the benefit of children in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The Headteacher will be responsible for:

- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The School Business Manager will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

Charging for Education

The school will not charge for:

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the child is being prepared for by the school, or part of RE

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them
- Optional extras
- Certain early years provision
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.
-

Children's Enrichment Fund (Voluntary Contributions)

At the time of writing, funding for education continues to be in crisis; this has been well documented in the news. The Institute for Fiscal Studies has stated that per-pupil funding has fallen by 8% since

2010. As a result, schools do not have any 'spare' money to fund the range of enrichment activities they would traditionally have funded to enrich the curriculum and bring it to life. Streetsbrook is no exception to this. Trustees and Senior Leaders have had to make some extremely difficult decisions in recent years in order to ensure the school is operating within budget; this has resulted in a reduction in the number of staff being employed.

Parents are no longer asked for weekly voluntary contributions and instead operates a 'pay as you go' system via ParentPay. This includes the cost of school trips and visitors to school. An additional termly voluntary contribution of £10 is requested to cover cooking ingredients and other miscellaneous resources.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Education Partly During School Hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made

Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours do not include the break in the middle of the day.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.

Damaged or Lost Items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of children or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

Pupil Premium

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.

- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the Headteacher via telephone or the office email.

School Trip Refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a child or their parents cancel the child's place on a trip, it is at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the child's place on the trip, and whether the place on the trip can be offered to another child.

Where a child or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the child to attend future trips and visits.

In the event that a child cannot attend a trip at the last minute, e.g. due to illness, it is unlikely that a refund will be given. The school will take into account whether the school will be reimbursed for the child's place on the trip.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per child.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Income Generation

In line with the ESFA's Academy Trust Handbook, the Trust will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme sets out

where fees may be charged for the provision of information.

Streetsbrook Childcare

Streetsbrook Childcare offers on-site provision for 2-7 year olds from 7.30am – 6.00pm during term-time, holidays and Inset Days. The unit is self-financing and funded through fees payable by parents. Governors review the fees annually and they are effective in September. Please see appendix (i) for charges.

Debt Management

The school operates a strict ‘no debt’ policy for all services provided by the school that parents are required to pay for. Our Financial Management Policy includes debt management details.

Monitoring and Review

This policy will be reviewed at least annually by the governing board. The next scheduled review date for this policy is December 2024.

This policy was adopted by the Governing Body on 6 March 2025.

Signed:  Chair of Governors

Signed:  Headteacher

Appendix (i)
Listed below are the charges as at September 2024:



2024-2025

Streetsbrook Childcare
Ralph Road, Shirley, Solihull, West Midlands B90 3LB
TEL: 0121 744 5245
EMAIL: childcare@streetsbrook.solihull.sch.uk
WEBSITE: www.streetsbrook.co.uk

Little Stars Booking Form

Name of Child D.O.B.

Male ☐ Female ☐ Date Sessions Start From

Full Time Place ☐

Term Time Place ☐

PAID SESSIONS	Cost per session		Mon	Tue	Wed	Thu	Fri																																								
	FULL TIME	TERM TIME																																													
Breakfast Club – 7.30-8.45am (inc breakfast served until 8.15am)	£7.85	£7.85																																													
Afterschool Club sessions 3.15-5.15pm	£14.45	£14.45																																													
AM Session – 8.45-11.45am (*lunch – paid directly on ParentPay)	£32.50	£32.50																																													
PM Session – 12.15-3.15pm	£32.50	£32.50																																													
*Half hour PM – 2.45-3.15pm	£4.05	£4.05																																													
School Day – 8.45-3.15pm (*lunch – paid directly on ParentPay)	£47.05	£54.05																																													
Full Day – 7.30-6.00pm (inc breakfast) (*lunch & **Tea paid directly on ParentPay)	£68.55	£76.90																																													
Please tick if you would like a lunch (£2.75) ☐			Please tick if you would like a tea (£2.90) ☐																																												
OR My child will bring a packed lunch ☐			OR my child will bring a packed tea ☐																																												
FUNDED SESSIONS (please tick option 1, 2 OR 3) – TERM TIME ONLY																																															
15 hours funding code:																																															
1) Every Morning (8.45-11.45am) ☐ Please provide a daily lunch at £2.75 per day OR ☐ My child will bring a packed lunch				2) Every Afternoon (12.15-3.15pm) No lunch options																																											
3) Funding over 2 ½ days Please tick two days - 8.45-2.45 PM* <table border="1"> <thead> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Mon	Tue	Wed	Thu	Fri						AND Please tick one AM (8.45-11.45) or PM (12.15-3.15) <table border="1"> <thead> <tr> <th colspan="2">Mon</th> <th colspan="2">Tue</th> <th colspan="2">Wed</th> <th colspan="2">Thu</th> <th colspan="2">Fri</th> </tr> <tr> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Mon		Tue		Wed		Thu		Fri		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM										
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Mon		Tue		Wed		Thu		Fri																																							
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM																																						
☐ Please provide a daily lunch of £2.75 per day OR ☐ My child will bring a packed lunch				☐ Half hour session (11.45-12.15pm) - £4.05 (applicable to children booked in to paid PM session only) ☐ Please provide a daily lunch of £2.75 per day OR ☐ My child will bring a packed lunch																																											

- We will be closed on bank holidays, Christmas holidays and inset days. We are also only open 8am-5.30pm during the school holidays.
- Sessions may not be transferred - All sessions are subject to availability.
- For catering and invoicing purposes, you are asked to make a termly commitment regarding meals. For those who have opted for meals – lunch and tea charges are payable directly on Parent pay. **Please note that your meals account on ParentPay should be kept in credit at all times. If your meals account runs into debit, meals will not be available for your child.**
- The above fees apply to contracted care only. Ad-hoc attendance will be charged at an additional £1.00 per session
- A non-refundable deposit in the sum of £30.00 is required to secure your child's place.



2024-2025

Streetsbrook Childcare

Ralph Road, Shirley, Solihull, West Midlands B90 3LB

TEL: 0121 744 5245

EMAIL: childcare@streetsbrook.solihull.sch.uk

WEBSITE: www.streetsbrook.co.uk

Rockets Booking Form

Name of Child D.O.B.

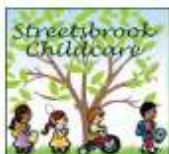
Male ☐ Female ☐ Date Sessions Start From

15 hours Funded place (please tick option 1, 2 or 3)																															
1) Every Morning (8.45-11.45am) <input style="float: right;" type="checkbox"/> ☐ Please provide a daily lunch at £2.75 per day Or ☐ My child will bring a packed lunch	2) Every Afternoon (12.15-3.15pm) <input style="float: right;" type="checkbox"/> No lunch options																														
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Please tick one AM (8.45-11.45) or PM (12.15-3.15) <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th colspan="2">Mon</th> <th colspan="2">Tue</th> <th colspan="2">Wed</th> <th colspan="2">Thu</th> <th colspan="2">Fri</th> </tr> <tr> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> </tr> <tr> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> </table> ☐ Please provide a daily lunch at £2.75 per day Or ☐ My child will bring a packed lunch		Mon		Tue		Wed		Thu		Fri		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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30 hours Funded place (please tick option 1 or 2)											
1) Every day (8.45am- 2.45pm) <input style="float: right;" type="checkbox"/> ☐ Please provide a daily lunch at £2.75 per day Or ☐ My child will bring a packed lunch	2) funding over 3 days (Please tick three full days – 7.30am - 5.30pm) <input style="float: right;" type="checkbox"/> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> </tr> <tr> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> </table> ☐ Please provide a daily breakfast charge at £1.30 per day ☐ Please provide a daily lunch at £2.75 per day ☐ Please provide a daily hot tea at £2.90 per day Or ☐ My child will bring a packed lunch and tea box	Mon	Tue	Wed	Thu	Fri	☐	☐	☐	☐	☐
Mon	Tue	Wed	Thu	Fri							
☐	☐	☐	☐	☐							

Paid sessions							
Sessions	Applicable To:	Cost per session	Mon	Tues	Wed	Thu	Fri
Full day - 7.30am-6.00pm (Inc breakfast, Lunch & tea charged separately)	All	£74.20					
School Day - 8.45am-3.15pm (lunch charged separately)	All	£49.35					
Breakfast Club – 7.30-8.45am (breakfast served until 8.15am)	All	£7.85					
Morning Wraparound 8.45-11.45am (lunch charged separately)	15 hours	£28.20					
Afternoon Wraparound 11.45-2.45pm (lunch charged separately)	15 hours	£28.20					
*Half hour PM – 2.45-3.15pm or 5.30-6.00 pm	24/30 hours	£4.05					
After School Club – 3.15-5.15pm (hot tea additional cost & paid separately)	All	£14.45					
After School Club – 3.15-6.00pm (hot tea additional cost & paid separately)	All	£19.90					
Please tick if you would like a lunch (£2.75) ☐ Please tick if you would like a tea (£2.90) ☐							

- We will be closed on bank holidays, Christmas holidays and inset days. We are also only open 8am-5.30pm during the school holidays. Sessions may not be transferred - All sessions are subject to availability.
- For catering and invoicing purposes, you are asked to make a termly commitment regarding meals. For those who have opted for meals – lunch and tea charges are payable directly on Parent pay. **Please note that your meals account on ParentPay should be kept in credit at all times. If your meals account runs into debit, meals will not be available for your child.**



Streetsbrook Childcare

Ralph Road, Shirley, Solihull, West Midlands B90 3LB

TEL: 0121 744 5245 ext. 2

EMAIL: childcare@streetsbrook.solihull.sch.uk

WEBSITE: www.streetsbrook.co.uk

2024-2025

Nursery Wraparound and Cosmic Club Booking form

Name of Child

D.O.B.

Male ☐ Female ☐

Year Group in September 2024

Date Sessions start from

SESSIONS	Cost per session	Mon	Tues	Wed	Thu	Fri
Breakfast Club – 7.30-8.45am (breakfast served until 8.15am)	£7.85					
Afternoon Wraparound 11.45-2.45pm (* lunch – paid directly on ParentPay)	£28.20					
Half hour – 2.45-3.15pm	£4.05					
After School Club – 3.15-5.15pm (**hot tea paid directly on ParentPay)	£14.45					
After School Club – 3.15-6.00pm (**hot tea paid directly on ParentPay)	£19.90					

*Lunch charge - £2.75. - Paid directly on ParentPay under the 'Meals' service - Please tick if you would like to book a lunch ☐

**Hot Teas are optional and charged at £2.90 - Paid directly on ParentPay under the 'Meals' service – Please tick if you would like to book hot tea ☐

Please note that your meals account on ParentPay should be kept in credit at all times. If your meals account runs into debit, meals will not be available for your child.

- Sessions may not be transferred
- All sessions are subject to availability
- The above fees apply to contracted care only. Ad-hoc attendance will be charged at an additional £1.00 per session.

All Childcare correspondence and invoices will be sent to one email recipient, please confirm which address you wish to be used: