

# **Gillespie Primary School**



## **Charging and Remissions Policy September 2022**

Our policy is as follows:

### **Residential and Educational Visits**

Each year residential trips are organised for pupils in Year 5 and 6 which represent best value for parents/carers. The school will provide a minimum of 6 months' notice before the residential trip and provide a staggered payment programme. Parents/carers are asked to make a contribution to cover the cost for their child's share of the total expenditure

Each term educational visits are organised by the class teacher. Where we make a charge for these the total collected will not exceed the cost of providing the activity.

Individual cases of financial hardship will be discussed on an individual basis with the head teacher. If necessary, the school will financially support individuals through a subsidy from the Pupil Premium Budget.

### **Voluntary Contributions**

We may in certain circumstances invite parents/carers to make a voluntary contribution to cover the cost for their child's educational visit. No child will be excluded from an activity if their parents do not contribute. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents/carers when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents, unless specified otherwise.

### **Breakfast Club**

Breakfast club is charged at £4.00 per child per day. Parents/carers on a low income or eligible for Free School Meals can discuss with the Headteacher if they need a subsidised rate.

### **Hiring out school space**

We do hire out the premises and facilities for public or private use to generate an additional income for the school. The school and Governors will consider applications on an individual basis. Please email [office@gillespie.islington.sch.uk](mailto:office@gillespie.islington.sch.uk) for the schools lettings policy.

### **Damage to property and breakages**

We may seek to cover some or all of the costs incurred due to wilful damage of school property. This will be determined by the Headteacher.

### **Nursery Fees**

15 hours per week of nursery attendance is available free to all families living in Islington who are allocated a place. Working families who meet the government's criteria (more information at [www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk)) are entitled to 30 free hours per week. Families only eligible for 15 free hours and wishing to pay for an additional 15 hours will need to be income assessed – **Appendix 1**. Nursery charges are calculated according to evidence of the parent's income before deductions which will be assessed based on original documents (e.g. pay slips) only. The relevant weekly charges are then applied - **Appendix 2**.

Term time only charges are payable for 39 weeks and are charged as full weeks.

In addition a charge will apply to families living outside of Islington and those who do not wish to disclose their household income. A £100 deposit must be paid before a child starts a nursery place. The child's account must always be kept in credit of the deposit until the child leaves – the deposit will be deducted from the charge in the child's last week or refunded.

Refunds are payable if the centre is closed due to No Service i.e. lack of utilities or strike actions. Refunds are only given for the contractual day on which the school is closed. If there has been an overpayment (when a child leaves) then a refund must be given in the form of a cheque or BACS payment.

## Childcare charges income assessment

To be completed in full by all applicants for Community, Marketed, Priority Early Learning and Priority Early Learning SEND allocated places, subject to Islington childcare charges for children under five. Parents who take up FEEE places only do not need to complete this form.

- 1.0 Parents/carers/partners are responsible for completing Childcare Charges Income Assessment forms.
- 1.1 In order for the Council to determine the correct level of charges to be paid, charges are calculated on the basis of earned and unearned annual incomes of both parents/carers before deductions and any other financial support available to parents.
- 1.2 Regardless of whether the parents of a child live together, any contribution to maintenance of the child by either parent must be declared.
- 1.3 A start date for admission will not be given until all information has been provided by the parents to determine the correct level of charges.
- 1.4 Charges are applied at the start of the term after the child's 2<sup>nd</sup> and 3<sup>rd</sup> birthdays, as set out in the Charging Policy – Charging Principles, in line with government funding rules.

Centre Name			
Child's Name			
Child's Date of Birth		Admission Date	

Parent /Carer 1		*Parent /Carer 2/Partner <i>(*Delete as Appropriate)</i>	
Name		Name	
Address		Address	
Postcode		Postcode	

**2.0 Assessment of income** – Please complete all sections and tick where applicable:

2.1 \*I/we agree to pay the maximum charge of £\_\_\_\_\_per week term time (39 weeks) and the holiday charge (10/11 weeks) of £\_\_\_\_\_per week, under the following criteria:

- 2.1.1 Marketed/Out of Borough place
- 2.1.2 Band 11 where no proof of income is required
- 2.1.3 Does not wish to provide proof of income

2.2 \*I/we agree to provide proof of working – including for both parents, in a two parent family.

2.3 Parent/Carer 1: Parent/Carer/Partner 2:  
 Gross Earnings/Income before deductions Gross Earnings/Income before deductions

£	Per annum	£	Per annum
£	Per month	£	Per month
£	Per week	£	Per week

- weekly paid (four wage slips that are recent and consecutive)
- fortnightly or monthly paid (two wage slips that are recent and consecutive)
- student’s enrolment forms and proof of funding for childcare charges
- latest set of audited accounts (self-employed) or latest HMRC self-assessment tax return
- if you are taking up the Free Early Education Entitlement only (15/30 hours) you do not need to provide evidence of income

2.4 \*I/we have provided evidence of income as outlined above and any other earned or unearned income including any other financial support available to \*me/us.

2.5 If you are entitled to any of the below, please tick all that apply below. (Evidence must be provided)

**2.6 Parent /Carer 1**

- Parents in receipt of Universal Credit who are **NOT** working
- Student financial support: Please specify \_\_\_\_\_
- 15 hours Free Early Education Entitlement for 2-year-olds
- 15 hours Free Early Education Entitlement for 3- and 4-year-olds
- 30 hours Free Early Education Entitlement for 3- and 4-year-olds
- Other Benefits/Income (Please specify) \_\_\_\_\_

**2.7 Parent/Carer 2 / Partner**

- Parents in receipt of Universal Credit who are **NOT** working
- Student financial support: Please specify \_\_\_\_\_
- 15 hours Free Early Education Entitlement for 2-year-olds
- 15 hours Free Early Education Entitlement for 3- and 4-year-olds
- 30 hours Free Early Education Entitlement for 3- and 4-year-olds
- Other Benefits/Income (Please specify) \_\_\_\_\_

**3.0 Declaration** - This section must be completed *\*Please delete as appropriate*

3.1 \*I/we certify that to the best of \*my/our knowledge, the information declared for the purpose of a fair assessment of charges is correct, complete and includes earned and unearned annual incomes of both parents/carers before deductions and any other financial support available to both parents.

3.2 \*I/we understand any false, incomplete or misleading information provided or failure to disclose any required relevant information, or unexplained discrepancies identified by the Council will lead to:

3.2.1 Immediate withdrawal of the place

3.2.2 Legal action

3.3 \*I/we understand that it is my/our responsibility to inform HMRC if any childcare charges have an impact on claimed benefits.

3.4 The place for my child is allocated according to Islington's Early Years Admissions and Charging Policies which specify that community places are for Islington residents only and out of borough parents must pay a marketed rate. Anyone accessing a community place who moves out of borough will be charged at a marketed rate.

3.5 For Islington residents with marketed places, who chose to remain on the waiting list for a community place only:

\*I/we understand that there is no guarantee that a community place will be offered in the future.

4.0 \*I/we have read, understood and completed this childcare charges income assessment form in full and understand that earned and unearned annual incomes, of both parents/carers before deductions and any other financial support, will be re-assessed every six months.

**4.1 Parent/carer 1**

Name \_\_\_\_\_

Signature of above \_\_\_\_\_ Date \_\_\_\_\_

**4.2 Parent/carer 2 / Partner**

Name \_\_\_\_\_

Signature of above \_\_\_\_\_ Date \_\_\_\_\_

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', 2018. Further information is provided in the centre's safeguarding policy.

LBI will handle the information you have provided in line with the provisions of the Data Protection Act 2018. Further information can be found here: <https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice/peoples-directorate-privacy-notice>

Under the Data Protection Act you have the right to make a formal request verbally or in writing for access to personal data held about you or your child.

Islington also has a duty to protect public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

For more information, please contact the Council's Data Protection Officer on 020 7527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)



**Office Use:**

**AMOUNT PAYABLE**

Term time weekly charge £ \_\_\_\_\_

Holiday weekly charge £ \_\_\_\_\_

To be applied from \_\_\_\_\_

Review date (*6 months from the date of this assessment*): \_\_\_\_\_

Evidence completed, copied scanned and saved to child's file  (As specified in the 'Quick Reference').

**Assessed by (name)** \_\_\_\_\_

**Signature of above** \_\_\_\_\_ **Designation** \_\_\_\_\_

**Date** \_\_\_\_\_

**Authorised by the Head of Provision (name)** \_\_\_\_\_

**Signature of the Head of Provision** \_\_\_\_\_

**Date** \_\_\_\_\_

**CALCULATIONS:** (*Please use the space below to show your calculations*)

## Appendix 2

### Gillespie Nursery Day-care Charges from September 2022

This is weekly charges for 15 hrs based on the Islington Council charging policy for 3 & 4 year olds

Weekly charges for 15 hrs per week	Term Time
Bands	3 & 4s charges for 15 hrs
Band 1 (Up to £24,999)	£61.02
Band 2 (£25,000 - £30,999)	£64.64
Band 3 (£31,000 - £39,999)	£70.35
Band 4 (£40,000 - £49,999)	£77.95
Band 5 (£50,000 - £59,999)	£87.46
Band 6 (£60,000 - £69,999)	£98.86
Band 7 (£70,000 - £79,999)	£102.74
Band 8 (£80,000 - £89,999)	£112.03
Band 9 (£90,000 - £99,999)	£118.46
Band 10 (£100,000 - £120,000)	£120.64
Band 11 (above £120,000)	£127.48
Out of Borough/Marketed	£134.41

Please note these prices are subject to change for September 2023. This information will be communicated to parents once it is available from Islington Council who set our fee charges.