

Gillespie Primary School



Charging and Remissions Policy June 2024

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 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) 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.

Appendix 1

Childcare charges income assessment and proof of employment - September 2024

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 the childcare charges income assessment forms (Please complete all parts of the form).
- 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 2nd and 3rd birthdays, as set out in the Charging Policy – Charging Principles, in line with government funding rules.

Provider name

Gillespie Primary School

1.5 Child's details

Child's name	Date of birth	Date of admission

1.6 Parents details – both in a two parent family

	Parent 1/carer	Parent 2/carer (where N/A applies a declaration is required)
Name		
Address		
Postcode		
Telephone		

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

2.1 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 where no income is required

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 *Proof of working must be provided, including for both parents, in a two parent family, typically written confirmation from employer of hours and days worked

2.3 Gross income before deductions from both parents in a two parent family – please enter below

Parent 1		Parent 2	
£	Per annum	£	Per annum
£	Per month	£	Per month
£	Per week	£	Per week

2.3.1 weekly paid (four wage slips that are recent and consecutive)

2.3.2 fortnightly or monthly paid (two wage slips that are recent and consecutive)

2.3.3 student’s enrolment forms and proof of funding for childcare charges

2.3.4 latest set of audited accounts (self-employed) or latest HMRC self-assessment tax return

2.3.5 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 Evidence of income has been provided as outlined above and any other earned or unearned income including any other financial support available to the family

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

2.6 Parent 1

Parents in receipt of Universal Credit who are NOT working

Student financial support: Please specify_____

Other benefits/income Please specify_____

2.7 Parent 2

Parents in receipt of Universal Credit who are NOT working

Student financial support: Please specify_____

Other benefits/income Please specify_____

2.8 Free early education and childcare entitlements

15 hours Free Early Education Entitlement for 3 - and 4-year-olds

30 hours Free Early Education Entitlement for 3 - and 4-year-olds

- 3.0 Declaration** - This section must be completed in full *please delete as appropriate
- 3.1 All 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 It is understood that 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 It is parents' 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. There is no guarantee that a community place will be offered in the future.
- 3.6 All earned and unearned annual incomes, of both parents/carers before deductions and any other financial support, will be re-assessed every six/twelve months as appropriate
- 4.0** By signing this assessment of income form below, I/we agree to all terms and conditions stated on this form.

	Parent 1	Parent 2
Name		
Signature of above		
Date		

Safeguarding

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.

Data Protection

LBI will handle the information you have provided in line with the provisions of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act (DPA) 2018.

For further information about how London Borough of Islington processes personal data, including the lawful bases we rely upon, how to exercise you or your child's data subject rights and how to make a complaint, please see our full privacy notice on our website www.islington.gov.uk/privacynotice

If you have any data protection queries or require further information, please feel free to contact our Data Protection Officer, c/o Information Governance Team, London Borough of Islington, 3rd floor, Laycock Wing, 222 Upper Street, N1 1XR, or by email at dp@islington.gov.uk

5.0 Office Use:

5.1 Amounts payable, review, dates and evidence

Term Time charge	Holiday charge	To be applied from - date	Review date - 6/12 months from the date of this assessment	Evidence copied, scanned and saved to the child's file – (as specified in the quick reference section 1:)
				Yes / No (delete as appropriate)

5.2 Signatories

	Assessor	Authoriser
Assessed and authorised by - name		
Signature of above		
Designation		Executive/Head of provision
Date of signing		

5.3 Calculations

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Appendix 2

Gillespie Nursery Day-care Charges from September 2024

Weekly Charges for 3- and 4-year-olds entitled to 15 hours per week FEEE, 39 weeks per year Term Time Only.

Weekly charges for 15 hrs per week	Term Time
Bands	3 & 4s charges for 15 hrs
Band 1 (Up to £24,999)	£62.24
Band 2 (£25,000 - £30,999)	£65.93
Band 3 (£31,000 - £39,999)	£71.75
Band 4 (£40,000 - £49,999)	£79.51
Band 5 (£50,000 - £59,999)	£89.21
Band 6 (£60,000 - £69,999)	£100.84
Band 7 (£70,000 - £79,999)	£104.80
Band 8 (£80,000 - £89,999)	£114.27
Band 9 (£90,000 - £99,999)	£120.83
Band 10 (£100,000 - £120,000)	£131.72
Band 11 (above £120,000)	£139.19
Out of Borough/Marketed	£146.75

Please note these prices are subject to change for September 2025. This information will be communicated to parents once it is available from Islington Council who set our fee charges.