

Fallings Park Primary School

Charging and Remissions Policy for Parents and Carers 2017-18

This policy outlines the purpose, nature and management of the use of charging and remissions in our school.

Member of staff responsible: Head Teacher

Local and National Guidance: This policy is written using DfE guidance and in accordance with the Education Act 2000.

Development of policy: This policy has been developed by the staff as a whole and all members of the community will deliver this as part of the curriculum. This policy was agreed and ratified by the Governing Body.

Purpose of policy:

1. Clarify the legal requirements and responsibilities of the school
2. Clarify the schools approach to charging for all staff, pupils, governors, parents/carers, external agencies and the wider community.

Availability of policy: This policy shall be made available to parents via the School's Website.

Review: This policy will be reviewed annually.

Introduction

The Governing body of Fallings Park Primary School recognises the valuable contribution that the wide range of additional activities including trips, clubs and residential experiences can make towards a pupils education.

The Governing Body aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However for certain activities we may charge or ask for voluntary contributions.

Voluntary Contributions

The school may ask parents or carers for voluntary contributions for the benefit of the school or towards activities For example, contributions towards school fund, fund raising and costs associated with school visits.

School Trips and Visits

When organising school visits which enrich the curriculum and educational experience of the children, the school will write to parents and may ask them to voluntarily contribute towards the cost. This contribution will typically be 60% of the total cost of the visit. No pupil will be left out because a voluntary contribution has not been received, we do not treat these children any differently from any other child. However if there are insufficient contributions, the school may be left with no choice but to cancel the visit. Parents or carers who have contributed would then receive a refund. Parents are informed of the above at the point of notification by letter.

If a child is unable to take part in any visit or activity through illness, then a refund would be issued, less any financial commitments that have already been made. E.g transport costs and/or admission costs.

Governors have agreed that the school will subsidise some trips at their discretion.

Extra-Curricular Residential Visits and Overnight Stays

Where an extra-curricular school activity involves pupils staying away from home, there will be a charge for board and lodging. Parents or carers who are in receipt of the following support payments may be entitled to claim full or partial remission from the payment of the board and lodging charge:-

- Income Support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the specified minimum (£16,190)
- Universal Credit
- The guaranteed element of state pension credit
- An income related employment and support allowance

All other costs involved in residential visits are asked for as voluntary contributions. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled and that aspect of the curriculum would have to be covered in other ways. If a child is unable to take part in the residential visit through illness, then a refund would be issued, less any financial commitments that have already been made. E.g transport costs, accommodation costs and/or admission costs.

Pupil Premium

Around 50% of our pupils qualify for pupil premium support.

Pupil premium funds are used to heavily subsidise curriculum visits (including residential) in order that all pupils have full and equal access to the curriculum. Where parents contribute, they are typically asked to contribute a maximum of 60% to the cost of a curriculum visit or visitor.

Charges in Kind

The cost of curricular equipment, ingredients and materials for CDT, Science, Arts and Craft activities. Materials will not be charged for (or parents will not be required to supply these) if they have indicated in advance they wish to own the finished product.

Income from sales – Non-profit making

Some goods may be purchased through the school for the convenience of parents, pupil or teachers. The school will not seek to make a profit from these sales. Goods in this category could include uniform, book bags, revision guides etc.

Optional Extras

Out of hour's activities and clubs are classed as optional extras.

These are run by teachers and teaching assistants after school or at lunchtime and pupils are invited to attend. There is no charge for these activities but pupils are expected to have permission from parents to attend.

Extra-Curricular Provision: Breakfast Sessions

Breakfast Sessions

The school runs these sessions daily. Sessions are run by school staff and a charge of £2.50 per session is made for this provision. The charge covers food (where appropriate) and child care costs. The school makes no profit from these sessions.

Fruit

As part of our healthy school status, pupils in key stage 2 may pay 10p for a piece of fruit daily. The charge is made daily and covers the cost of the fruit. The school makes no profit.

Swimming

The school organises swimming lessons for children in year 4. These lessons take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these are to take place and we ask parents for written permission for their child to take part in swimming lessons.

Charging for School Equipment

No charge will be made for materials, books or equipment needed for lessons. The only exception to this is where wilful damage of the equipment by the child has taken place. A voluntary contribution towards the cost of replacement can be requested.

Milk

There is provision to provide 1/3 pint (189 ml) free milk per day to children under the age of 5 years attending approved day care facilities for 2 or more hours per day, until the term after their 5th birthday. If the child is 5 when they start school, milk charges will apply.

Children aged 5 and over that are registered to receive free school meals through applications to the Local Authority, are also entitled to receive free milk.

There is a current charge of £10.50 per term, payable at the beginning of each term for all pupils aged 5 and over who are not registered to receive free school meals through applications to the Local Authority. No refund will be given during the term should a child leave or decide they no longer wish to drink the milk.

School Meals

Under the Education Act 2011 schools are permitted to charge up to the maximum cost of a school meal.

With effect from 01.04.16 Fallings Park Primary School budget is charged £2.30 for each Universal Infant Free School Meal they provide (there are no costs passed on to parents/carers for a UIFSM).

With effect from 03.04.2017 Junior discounted/flexible meals cost the school budget £2.51 for each meal they provide. The Governing body have agreed to continue to pass on only part of this cost to parents/carers. The Governors have agreed to charge parents/carers £1.50 per discounted/flexible meal.

With effect from 01.04.2017 Junior paid meals cost the school budget £2.82 for each meal they provide. The governing body have agreed to continue to pass on only part of this cost to parents/carers. The Governors have agreed to charge parents/carers £2.50 per junior paid meal.

Paying for Information

Where parents/carers request copies of information under the Freedom of Information Act, the Governors can make a charge for providing copies of information.

Monitoring and Review

The procedures in this policy will be monitored in the light of any new information and guidance which becomes available.

Reviewed by Governors – 10th July 2017