



## Whitgreave Primary School

### Charging and Remissions Policy

#### Introduction

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 or optional extras we may charge, or ask for, voluntary contributions. Any charges made will not exceed the actual cost of providing the activity.

In accordance with the appropriate legislation, the Governors have drawn up the following Charging and Remissions Policy. This was approved by the Finance Committee and will be reviewed annually. This policy shall be made available on the school website and paper copies to parents or carers on request.

#### Voluntary Contributions

The school can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, e.g. School trips, will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip **may** be cancelled.

#### School Trips and Visits

The school believes wholeheartedly in the value of school visit experiences, and subsidises the cost of all visits as much as possible in an attempt to ensure that these opportunities are accessible and affordable to all.

When organising school visits which enrich the curriculum and educational experience of the pupils, the school will write to parents asking them to contribute towards the cost. If we do not receive sufficient voluntary contributions, we may have to make the unfortunate decision to cancel the trip. If a parent/carer wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we ask parents/carers to contact the School Office for further advice.

If a pupil is unable to take part in any visit or activity through illness, then a refund would be issued, unless a non-refundable deposit has been paid.

Governors have agreed to subsidise trips at their discretion.

### **Residential Visits and Overnight stays**

Where a school activity involves pupils staying on nights away from home, there will be a charge for board and lodging. Parents or carers who can prove they are in receipt of the following benefits may be exempt from paying the total cost of the board and lodging charge:-

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support provided under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not also entitled to Working Tax Credit and the family gross annual income does not exceed £16,190
- Universal Credit
- State Pension Credit, where the parent is in receipt of the guaranteed element
- Income related employment and support allowance

### **Optional Extras**

Out of hour's activities and clubs are classed as Optional Extras.

### **Breakfast Club**

School offers a 'drop-in' Breakfast Club facility within the Key Stage 2 building. Pupils can purchase breakfast, such as toast, milk, cereal, juice etc for a small charge, on a daily basis.

School also offers a targeted Breakfast Club, funded through Pupil Premium, which runs daily. Staff identify pupils to attend this provision.

### **Fruit Provision**

Pupils within Reception, Year 1 and Year 2 receive fresh fruit. This provision is funded by the Government and fruit is provided free of charge to all pupils.

### **Tuck Shop**

In the Key Stage 1 and 2 building, the tuck shop provision runs during break time whereby pupils are given the opportunity to bring their own money to buy healthy snacks such as fruit, water/juice and yoghurts.

### **After School Clubs**

School may request contributions to the running of After-School Clubs. This is reviewed on a termly basis.

### **Instrumental Music Lessons**

No charge is made for instrumental music tuition at the present time.

### **Swimming**

The school organises swimming lessons for pupils. Swimming lessons take place in school time and are part of the National Curriculum. We make no charge for this activity. We would inform parents when these lessons are to take place.

### **Charging for School Equipment**

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

### **Paying for Information**

Where parents request copies of information under the Freedom of Information Act, the Governors can make a charge for providing copies of information. This is detailed in the Publication Scheme.

### **School Meals**

All pupils within Reception, Year 1 and Year 2 are eligible to receive a free school dinner, as part of the Government's Universal Infant Free School Meal (UIFSM) provision that is currently in place and offered at KS1.

Parents of pupils in receipt of Universal Infant Free School Meals who may meet the criteria to be eligible for Free School Meals allowance are still encouraged to apply for Free School Meal allowance as school could receive pupil premium funding that will be spent for the benefit of your child/ren.

The charge for a school meal is £2.20 per meal for full paying pupils. Some pupils are eligible to receive discounted/flexible charge meals and these are a reduced rate of £1.20 per meal. Pupils who are eligible to receive Free School Meal allowance will receive a school dinner free of charge.

For pupils to be eligible for a discounted/flexible charge meal, parents/carers must meet a certain criteria of being a low-income family in receipt of working tax credit as permitted under the flexible charging framework (Education Act 2011).

To be eligible for a free school meal where no charge is made for the provision of a school meal (separate to the UIFSM), parents/carers need to be in receipt of support payments (as listed previously).

The Office Staff are happy to support parents, and provide assistance, in applying for discounted/flexible or Free School Meals.

### **Milk**

Milk will be provided free of charge to pupils under the age of 5 years attending Nursery or Reception. Milk may also be provided at lunchtimes.

### **Paying for Information**

Where parents or members of the public request copies of information under the Data Protection Act or the Freedom of Information Act, the Governors can make a charge for providing copies of information. Details of charges are provided in the schools Data Protection policy and FOI Publication Scheme.

### **Lettings**

All persons or groups wishing to hire school premises should complete a letting application form and read the terms and conditions of hire. Charges for lettings are set by the Governing Board, however the Local Authority do suggest minimum amounts.

### **Receipts**

Where payments are made in cash at the school office all income is recorded, receipts are available on request.

### **Monitoring & Review**

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

*See also "School Meals Payment, Remissions and Arrears" Policy*

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**Mrs Redfern - Head Teacher**