

BLOWERS GREEN PRIMARY SCHOOL

CHARGING AND REMISSIONS' POLICY

Policy Date:	
Review Date:	
Signed by Chair of Governors	
Dated:	
Ratified	Full Governing Body June 2017

CHARGING & REMISSIONS'

PURPOSE

To ensure that there is clarity over all items school will provide free of charge or for items where there may be a charge. The Headteacher will ensure that staff are fully aware with and comply with the policy.

The Governors of the School will review the policy annually.

NATIONAL CURRICULUM

During the school day 8.50am - 3.15pm all activities that are part of the National Curriculum including religious education will be provided free of charge. This will include any equipment, resources and materials.

Voluntary contributions may be sought for other activities during the school day which could entail additional costs, for example, visits out of school and visitors to the school. It should be noted that Governors will always endeavour to subsidise activities as far as the school budget will allow.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (If insufficient funds are available then it may be necessary to cancel activities).

OPTIONAL ACTIVITIES OUTSIDE OF THE SCHOOL DAY

We will charge in full for activities provided outside of the normal school day, for example an evening theatre production, school disco or a school performance. These activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

RESIDENTIAL VISITS - OVERNIGHT STAY

Residential visits are usually an expression of interest and will initially be sought in order to determine the potential costs involved. Once an expression of interest is received, it is expected that parents or carers will make the contribution required as well as the fee for board, lodgings and transport. The fee for the visit will never exceed the actual cost.

CANCELLING VISITS

Where insufficient voluntary contributions are raised to fund a residential visit or trip, and the shortfall cannot be made up, then the visit will be cancelled. The decision will be made by the School Fund Committee.

Where possible, refunds will be made, but not where financial commitments have been made by the school with parents fully aware. Where activities have been

cancelled by the school due to lack of enough funds raised, the school will endeavour to return all deposits paid.

In line with the School's Behaviour Policy, if a child has demonstrated inappropriate behaviour resulting in us being unable to risk assess effectively, we will take the decision that your child will be unable to attend. If this is the case there is no guarantee that any monies paid would be refunded. You will be forewarned of this prior to issuing the ban.

EXTRAS

Charges in full may be requested for some activities that are known as "optional extras". The charge cannot exceed the actual cost of providing the optional extra. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges in full. For these activities there is no support for children in receipt of Pupil Premium.

On receiving information that a parent is experiencing difficulties with payments for a forthcoming visit the parent must seek advice from the Headteacher whereby an instalment plan may be arranged. Any discussions with the Headteacher regarding individual family's financial circumstances will remain confidential

CALCULATING CHARGES

Governors have always endeavoured to subsidise significantly activities as far as the school budget allows. Once this subsidy has been applied, charges for an activity, whether during or outside of the school day, will be based on the remaining cost incurred, divide by the total number of pupils participating. Activities will be reduced for all pupils eligible for Pupil Premium (currently £1).

LATE COLLECTION/NON-COLLECTION AT THE END OF THE SCHOOL DAY

If you are unexpectedly late collecting your child and you have informed us we will support you on these exceptional circumstances, however a charge will be made for childcare for any child not collected by 3.30pm if no contact has been made. The charge will be for the member of staff who will provide the care and administration time.

School ends at 3.15pm at which time all pupils should be collected. If you are late **(3.25 p.m.onwards)** on more than one occasion or we begin to see a regular pattern emerging then your child will be initially placed in the care of one of our staff up until 4pm, this will be at a cost of £12.00 per child. After 4pm if we have been unable to contact you and you have not collected your child, there will be a further cost of £5.00 every 15 minutes thereafter per child.

SCHOOL MEALS

Children in Reception, Year 1, and Year 2 are entitled to universal school meals.

For Year 3 upwards a school lunch costs £2.20 per day. This includes a healthy prepared balanced meal, pudding and a drink. For parents who meet the government's eligibility criteria, your child will also be entitled to free school meals. For this, parents must apply direct to Dudley. There is a form available in the school office for completion.

All dinner monies are to be paid in advance. Any non-payment will be advised by a letter, in the first instance. Any non-payment thereafter will be forwarded to Dudley MBC Debt Recovery Service.

ELIGIBLE BENEFITS

Parents who are in receipt of Free School Meals or qualify for pupil premium may be entitled to support for some school charges. You will qualify for support if you meet the following criteria:

- Income support
- Income-based Jobseekers Allowance
- Employment and Support Allowance - Income related
- Pension credit guaranteed
- Child Tax Credit, where the parent is not Working Tax Credit and whose annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.

Please see www.dudley.gov.uk for current criteria.

All discussions relating to individual family circumstances will be confidential.

MALICIOUS DAMAGE

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge may be made to parents or carers in order to replace/repair the damage that has been made.

LEARNING LOUNGE

The Learning Lounge is open daily from 7.45am to 8.40am during term time (closed on training days). This facility is heavily subsidised by Governors and currently the cost is £1.50 per session, payable in advance. Pupils eligible for Pupil Premium will be offered one free session per week.

AFTER SCHOOL CLUBS

Most after school clubs will run for around six weeks and places must be booked and paid for in advance for the full course. The school will not be able to refund sessions missed by pupils but will endeavour to refund session (s) cancelled by the school.

Costs are as follows:

- £1 per session for activities which could do not entail additional costs (e.g. resources, materials)
- £1,50 per session for activities which entail some additional cost (e.g. Cookery Club, Art Club)
- £3 per session for activities led by external providers. Usually an expression of interest will be initially sought in order to determine the potential costs involved

NON PAYMENT

Any non-payment will be advised by a letter, in the first instance. Any non-payment thereafter will be forwarded to Dudley MBC Debt Recovery Service.

ACCESS DATA REQUESTS

The school will make a charge of £10.00 to provide information for any access data requests.

