



'What we learn with pleasure we never forget'

Carlton Colville Primary School

Charging and Remissions Policy

CARLTON COLVILLE PRIMARY SCHOOL

The Charging and Remissions Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal, social and cultural education.

The Governing Body aims 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. We believe that all our pupils should have an equal opportunity to benefit from these activities independent of their family's financial means.

Voluntary contributions

The Governing Body reserves the right to request a voluntary contribution in the following circumstances for activities organised by the school:

- Educational Visits in school hours
- School Journeys in School Hours
- Residential visits in school hours

The following is a list of additional activities, organised by the school of which voluntary contributions are requested. These activities enrich curriculum themes and give cultural provision to our pupils. This list is not exhaustive. Additionally, if children withdraw from the trip/event due to sickness up to 50% of the charge may be returnable (according to the circumstances) which will be considered by the Headteacher on an individual basis.

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.

If we do not receive sufficient voluntary contributions to make the trip viable, we may find it necessary to cancel it.

Online Payment

The school offers this facility for all charges including payment by instalment for specific bigger charges.

Dinner Money

Payment for dinners is requested on Mondays in a named envelope with the correct amount enclosed or an online payment.

The school must not incur any dinner money debt and if payment has not been made meals will not be served. Alternative arrangements eg. Packed lunches will be requested.

Breakfast Club

The school offers a 40 place Breakfast Club run by four members of staff.

The provision is 1 hour and 20 minutes and gives supervised childcare, a healthy breakfast and games/activities. Pupil Premium Funding may be available for any vulnerable pupils e.g. Free School Meals, Looked After and Service children.

The weekly charge is £15.00 and flexible arrangements are not available in order to sustain staffing levels and recognise that school funding is limited.

Prompt payment is requested and Governors reserve the right to withdraw provision in the event of late payment.

All parents are expected to sign a Breakfast Club agreement to recognise the criteria for places.

After School Club

The school offers an After School Club currently run by one Leader but with provision for further staff if numbers increase.

The provision is available from the end of school until 5.45 pm and gives supervised child care, a small snack and games/activities. Pupil Premium Funding may be available for any vulnerable pupils (as above.)

The weekly fee is £30 of which full time places are given priority. Where surplus places are available part time places will be considered for regular users at £8 per session.

Prompt payment is requested and Governors reserve the right to withdraw provision in the event of late payment.

All parents are expected to sign an After School Club agreement to recognise the criteria for places.

Activities Outside School Hours

This would involve the full cost to each pupil of the following activities considered to be optional extras taking place outside school hours. Included in this category would be residential journeys taking place mainly at weekends, or in school holidays. Charges might also be made for evening visits to a theatre or a public performance and small charges made for outside school activities e.g. clubs, teams etc. to help pay for transport, refreshment etc.

Instructors

The school offers additional Clubs after school. A qualified Instructor, who is not a member of the school staff, may run and organise these sessions. We may make a small charge for these sessions.

Individual instrumental Tuition

There may be opportunities for which parents or guardians may be required to pay for their child's individual instrumental tuition, should this facility ever become available in the future. Where instruments are loaned to pupils a deposit would be requested according to the value of the instrument eg. Clarinet £25 deposit.

The Cost of Materials

The Governing Body reserve the right to charge for certain materials e.g. cooking or sewing materials - if parents have agreed in advance that they are willing to accept the finished product, though it is hoped that the FRIENDS or School Funds would enable such costs to be met from these sources.

The Governing Body would like to stress

1. That it might, from time to time, need to amend the categories of activities for which charges may be made.
2. That nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the costs of supporting educational activities.
3. The school may charge for photocopying at 10p per sheet where requests are made for school information e.g. pupil records etc.

Remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived.

Parent/carers in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension
- Pupil Premium eg. Free School Meals, Looked After Children, Service Children and Adopted Children

Where the parents of a pupil are in receipt of State Benefits, the Governing Body may support the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the Curriculum or is felt to be in the interest of that child's education.

In circumstances where there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or in full.

Monitoring & Evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's Pupil Premium funding and report to parents/carers on the school's website.

Date approved: 23rd January 2017

Date of new review: Spring 2018

SignedJ Holland..... (Chairperson of Governors)