



Charging & Remissions Policy

Policy Originator	Nicholas Miller
Governor Responsible	Catherine Nicholls
Ratified on	12.11.18
Review period	Annual (Reviewed Autumn '19)

Charging and Remissions Policy

STATUS – STATUTORY

PURPOSE

The purpose of the Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: Reception, Key Stage 1 & Key Stage 2 – 9:00am – 3:30pm

The Policy has been informed by *A Guide to the Law for School Governors*.

ROLE AND RESPONSIBILITIES OF HEADTEACHER, OTHER STAFF AND GOVERNORS

The Head teacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials and equipment. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. If the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we might make a charge on some occasions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. cost of transport for visits, cost of visit entry. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

If not enough voluntary contributions are received to make the activity possible, and there is no other way to get funds, then the activity may be cancelled.

From time to time we may invite a non-school based organisation such as a theatre group to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Head teacher to agree to their child being absent for that event.

Optional activities outside of the school day

We may charge for optional extra activities provided outside of the school day, for example, organisations that are not part of the school. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges might be made. When such activities are arranged parents will be told how the charges were calculated and parents will have the choice as to whether they would like their child to participate.

Residential

Charges will be made for board and lodging, except for pupils whose parents are in receipt of any appropriate State Benefit:

- Income Support
- Income Based Job Seekers Allowance
- Support under part IV 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 £16,190
- Guaranteed State Pension Credit.

This is in addition to having a free school lunch entitlement.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculation of charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through the School Fund.

Parents who could qualify for support are those who are in receipt of any appropriate State Benefit.

The principles of best value will be applied when planning activities that incur costs to the school and/charges to parents.

Charging for finished products

A charge may sometimes be made to cover the costs of materials/ingredients for subjects such as Design or Food Technology. If this is the case, parents will be advised in advance so that they can indicate whether they would like their child to bring home the finished product.

Arrangements for monitoring and evaluation

The Resources Committee of the Governing Body will monitor the impact of this Policy by receiving, at the meeting, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Policy Review

This Policy will be reviewed annually or as county/national guidelines change.

Clubs

Clubs run by our externally employed PE Coach Chris will cost £2.00 per session per child (3.30 – 4.30pm). Breakfast clubs run by other permanent members of Ferry Lane Primary School staff will cost £2.00 per child, per session (8.00 – 8.50am) unless the child is eligible for free school meals, in which case the club would be absolutely free!

After school clubs running until 5pm currently cost £3.00 per session per child and £1.00 for children eligible for free school meals. All payments for after school clubs (apart from Football and Multi-sports with Chris Ierotheu and the Great British Food Club with Rosie Ingram) are made via Parentmail. After school clubs running until 6pm currently cost £7.50 per session or £3.00 for the 3.30 – 5pm session and £4.50 for the 5-6pm session.

Arrangements for payment for clubs can be made with the school office.

Lunches

Children's lunches are currently priced at £2.20 per day. £11.00 per week.

Staff lunches are £2.75 per day for full choice from the menu. Staff can choose from the following menu as well:

Main Hot Choice of the day. £2

Dessert of the day or fruit 75p

Filled Baguette with side salad £1.50

(Cheese & Tomato, Tuna Mayo & Cucumber, egg Mayo, Chicken Salad)

Plated Salad with Petit Pain £2. (Cheese, Tuna, Egg, Chicken). Served with Mixed Leaves, Tomato, Cucumber & Coleslaw.

Baked Jacket Potato £1.50. Served with two toppings. (Cheese, Tuna, Beans, Coleslaw or Bolognaise)

Soup & Roll £1

(Fresh soup of the day with a Bread Roll & Butter)

All payments for either children or staff meals are made via Parentmail.

Uniform

Ferry Lane Sweatshirt £7.50

Ferry Lane Cardigan £9.00

Bookbags £5.00 (First time students at Ferry Lane receive a book bag for free)

PE Kit (full – includes T-shirt, shorts and a bag for £7.00)

T-shirt £5.00

All payments for uniform are made via Parentmail.

Late Charges

In the event of a child being left at the school and not collected after the agreed end of the day time by their parents/carers the office and staff will endeavour to contact the child's first and second point of contact in the first instance. In the absence of a suitable reason or discussion the school will have no choice but to impose a late charge.

From the point at which the school day ends for any given child, whether it's:

- 12.30pm for children attending the Nursery for the morning session only
- 4.00pm for all other children not attending an after school club
- 5.00pm if a child is attending an after school club
- 6.00pm if a child is attending the late after school club

If a child is not collected within 10 minutes of the agreed collection time a £10 charge will be imposed. If a parent/carer is more than 30 minutes late after the agreed collection time then this fee will rise to £50.

This approach will be in place from the week beginning 20.11.17.

All parents were notified of this arrangement on 10.11.17