



Charging & Remissions Policy

Policy Originator	Ferry Lane Primary School
Governor Responsible	Catherine Nicholls
Ratified on	28.09.20
Review period	Annual

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

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, hosted by organisations that are not part of the school.

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.

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.

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

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 free of charge.

After school clubs run until 4.30pm and currently cost £3.00 per session per child and £1.00 for children eligible for free school meals.

All clubs are to be paid for in advance in half termly blocks. If a child misses a session there will be no reimbursement for the cost of the session. Payment must be received before the end of the previous half term prior to club start date.

All payments for clubs must be made on Parentmail.

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.

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 by their parent/carer after the agreed end of the day time, the office and staff will endeavour to contact the child's first and second point of contact in the first instance. The school day ends:

- 12pm for children attending the Nursery for the morning session only
- 3.30pm for all other children not attending an after school club
- 4.30pm for children attending an after school club

The school will impose a charge in the following circumstances:

If a child is not collected **within 10 minutes after the agreed collection time** as stated above, a £10 charge will be imposed.

If a parent carer is **persistently more than 5 minutes late, which is defined as three occasions within a term,** a £10 fee 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.

All charges are to be paid on Parentmail within 72 hours from the date which they are incurred.