

Middlestown Junior & Infant School



Charging and Remissions Policy

Review date: March 2017

Charging and Remissions Policy

1. Overview

The aim of this policy is to set out which charges will be levied for activities, which remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

All charges or requests for voluntary contributions will comply with current legislation. All charges are reviewed on an annual basis by the Resource Committee.

2. Admissions

There is no charge for admissions.

3. School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount per day decided by the governing body of the school. This amount is currently £1.80 per day. Where arrears occur these will be pursued by the school and if these still remain the debt will be passed to the Local Authority to pursue.

From September 2014 all children in KS1 will be entitled to receive a Universal Free School Meal.

4. Activities that take place outside of school hours (non-residential)

Optional visits or activities occurring completely or where at least half the time is outside of school hours may be charged for in full.

No charge is made for activities that are part of the curriculum but take place outside of school hours. However we may ask for a contribution towards the costs for the following:

- Travel
- Materials and Equipment
- Additional staff costs
- Entrance fees
- Insurance costs

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

5. Residential activities

If the school organises a residential visit which is to provide education directly related to the National Curriculum, we do not make any charge for the educational element of this.

However, we do make a charge to cover the costs of board and lodging. Additional costs such as transport and insurance will be included as voluntary contributions. If parents are experiencing financial difficulties they are invited to speak in confidence with the headteacher.

6. Music tuition within school hours

All children study music as part of the school curriculum. We do not charge for this or for whole class music lessons provided by specialist teachers, such as the Wider Opportunities sessions.

A charge is levied by the Local Authority for any individual/group tuition in the playing of a musical instrument over and above the curriculum, including any instrumental hire provided through external providers such as the Wakefield Music Service.

7. Extended services (Breakfast Club & Flexible Hours)

The school do operate a breakfast club for which a charge is levied. This charge is to cover staffing costs and the food provided. The current charge for breakfast club is £2.50.

The school also offer flexible hours in the nursery setting, which is childcare over and above the 15 funded hours that a nursery child is entitled to. A charge is levied for this service to cover the staffing costs for providing this service. The current charge for this is £3.50 per hour. Where arrears occur these will be pursued by the school and if these still remain the debt will be passed to the Local Authority to pursue.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

8. Damage / Loss to property

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher in consultation with the Chair of Governors.

9. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The current charge for this is £18 per hour. The scale of charges is determined annually by the Resources Committee and form part of our separate Lettings Policy.

10. Miscellaneous Charges

The Headteacher, Resource Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g Photocopying.

11. Remissions

If a parent/guardian of a child is in receipt of free school meals (this is no universal free school meals), charges may be remitted in part or full after consultation with the headteacher. To qualify for free school meals the parent must be in receipt of one of the benefits below:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

12. Voluntary contributions

The school, school governing body, or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupil's education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

13. Inability or unwillingness to pay for Educational Visits

Middlestown Junior and Infant School is committed to ensuring fair access and treatment of all children, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then consideration will be given to subsidising the activity from the school budget. Where this is not possible the whole activity will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Signed by:

The chair of governors

Date:

Headteacher

Date: