



LONG KNOWLE PRIMARY SCHOOLS CHARGING & REMISSIONS POLICY September 2017

Long Knowle Primary School
Charging and Remissions Policy for Parents and Carer

Approved at the Finance Committee of Long Knowle Primary School – 3.2.15
Compiled by Services 4 Schools Finance Team

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However for certain activities we may charge or ask for voluntary contributions.

In accord with Sections 449-462 of the Education Act 1996, the Governors have drawn up the following charging and remissions policy. This was approved by the Finance Committee of Long Knowle Primary School on 3.2.15 and is reviewed annually.

This policy shall be made available to parents or carers on request.

Voluntary Contributions

The school may ask parents or carers for voluntary contributions for the benefit of the school or towards activities, for example, contributions towards school fund, fund raising and costs associated with school trips and visits.

School Trips and Visits

When organising school visits which enrich the curriculum and educational experience of the children, the school will write to parents asking them to contribute towards the cost. If a visit cannot take place without some help from parents or carers, this will be explained at the planning stage. No pupil will be left out because a voluntary contribution has not been received. However if there are insufficient contributions, the school may be left with no choice but to cancel the visit.

Parents or carers who have contributed would then receive a refund.

If a child is unable to take part in any visit or activity through illness, then a refund would be issued, unless any non refundable deposits paid.

Governors have agreed to subsidise some trips at their discretion.

Residential Visits and Overnight stays

Where a school activity involves pupils staying in nights away from home, there will be a charge for board and lodging. Parents or carers who are in receipt of the following support payments are entitled to claim remission from the payment of the board and lodging charge:-

- Income Support
- Income based Jobseekers Allowance
- Support under part VI 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 the specified minimum (£16,190)
- The guaranteed element of state pension credit; and
- An income related employment and support allowance.

Note: There will be changes to the benefit system as part of the Government's Welfare Reform plans. Further information will be made available once known.

All other costs involved in residential visits are asked for as voluntary contributions. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

Charges in Kind

The cost of equipment, ingredients and materials for CDT, Science and Art & Craft activities. Materials will be charged for (or parents will be required to supply these) if they have indicated in advance a wish to own the finished product.

Income from sales – Non-profit making

Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category could include uniform, book bags, etc.

Optional Extras

Out of hours activities and clubs are classed as Optional Extras.

Breakfast Club

Breakfast club runs from 8am to the start of the school day. The charge is £2.00 per morning payable in advance on Parent Pay. This covers toast and a drink.

After School Clubs

There is a £1 charge for After School Clubs provided by school staff.

Instrumental Music Lessons

No charge is made for instrumental music tuition at the present time.

Swimming

The school organises swimming lessons for Year 3. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place and we ask parents for written permission for their child to take part in swimming lessons.

Charging for School Equipment

No charge will be made for materials, books or equipment needed for lessons. The only exception to this is where wilful damage to the equipment by the child has taken place. A contribution towards the cost of replacement shall be requested.

School Meals

The school has adopted the standard Local Authority charging policy for schools meals.

Milk

There is provision to provide $\frac{1}{2}$ pint (189ml) free milk per day to children under the age of 5 years attending approved day care facilities for 2 or more hours per day, until the term after their 5th birthday. If the child is 5 when they start school, milk charges will apply.

Children aged 5 and over that are registered to receive free school meals are also entitled to receive free school milk.

For pupils aged 5 and over, not in receipt of free school meals, there is a current charge of £12 per term, payable at the beginning of each term.

Paying for Information

Where parents request copies of information under the Freedom of Information Act, the Governors can make a charge for providing copies of information. This is detailed in the Publication Scheme.

Charges to other Parties (schools, community groups, parents etc)

Lettings

The school makes use of the standard Local Authority charging policy and service level agreement for Lettings.

This policy was adopted by Governors in September 2017

This policy will be reviewed in September 2018

Signed _____ Head teacher

_____ Chair of Governors