

Moldgreen Community Primary School



Charging and Remissions Policy

Date: February 2019
Review: February 2020

Moldgreen Community Primary School **Charging and Remissions Policy**

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential visits and experiences of other environments, can make towards children's all round educational experience and their personal and social development. Throughout this policy, the term 'parents' means all those having parental responsibility for a child. It is the aim of our school that all educational visits offered should enhance the curriculum, enriching the children's knowledge and understanding.

Parents will be notified in a letter of the details and asked to make a voluntary contribution, worked out with a view to covering the complete costs, i.e. coaches, insurance, entrance fees etc. No visit is profit making. When the cost of a trip is high, school will provide a breakdown of the how the trip is made up.

The final decision will rest with the Headteacher on whether or not a child can attend a trip.

Charging

All income for school visits will be paid via ParentPay. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

- a) School visits and Residential visits in school time (Appendix 1): the board and lodging relating to the residential experience and outdoor pursuit courses;
- b) Activities outside school hours (Appendix 1): the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- c) Optional Extras: charges may be made for costs relating to optional extras as defined in Appendix 2.

Remissions

On occasions, school may be in receipt of funds to support school visits. These funds may be allocated to families in need who approach the head teacher for support. On other occasions the funds could be used to subsidise each pupil who is taking part in the activity/visit.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Voluntary contributions

The school aims to provide pupils with a broad and balanced curriculum and invites parents to make voluntary contributions towards the cost of certain activities in order to enrich the children's learning experience. These include but are not limited to:

- Educational visits - travel insurance, entrance fees, materials,
- Educational visitors and workshops in school such as musicians, theatre groups, artists and sports coaches
- Entertainment and food at school parties such as at Christmas

There is no obligation for parents to make any contribution and no child is ever excluded from an activity or visit because their parents are unable or unwilling to make a voluntary contribution. Children whose parents do not contribute are not treated any differently to those children whose parents do make a contribution. However, if insufficient voluntary contributions are received to cover the cost of the visit or activity, and there are no alternative funds to make up the shortfall, then the school would cancel the activity/visit. If a trip goes ahead, it may include children whose parents have not paid any contribution. Letters to parents advising of a visit or activity and inviting voluntary contributions inform parents that the visit /activity would have to be cancelled in the event of insufficient voluntary contributions being received.

Parents who are in receipt of some benefits and who may have difficulty contributing towards educational visits are asked to contact the headteacher to discuss this.

School Meals

School lunches are provided by the Kirklees School Meals Service and current government legislation is that all FS and KS1 pupils are provided with a lunchtime meal free of charge (Universal Free School Meals). KS2 pupils whose parents are in receipt of certain benefits are also eligible for free school meals. All other KS2 pupils who wish to eat a school meal must pay for these in advance via ParentPay.

School Milk

Milk is available for all children in school but is not provided automatically; parents must confirm that their children require milk and if necessary pay for it on a termly basis in advance via ParentPay.

- If requested, milk is provided free of charge to children in any year whose parents receive any of the benefits that entitle a family to free school meals.
- For children in Foundation Stage milk is provided free until the term in which the child has his/her 5th birthday; a charge is made for milk from that term onwards. Terms are defined by the holiday dates of the school and any child whose 5th birthday is after the last day of the summer term is not required to pay for milk until Year 1.
- For children in Year 1 and Year 2 if milk is requested and the family does not receive any of the benefits that entitle them to free school meals then a charge is made for this regardless of the child receiving Universal Free School Meals.
- For children in KS2 not entitled to free school meals if milk is requested then a charge is made for this.

Swimming

The school organises swimming lessons for children in Key Stage 2. 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.

After school activities

The school may offer additional Football, Dance, Art and other after school activities over the course of a school year, and sometimes parents are asked to contribute to the running costs of these activities if there is a cost to the school.

When planning for out of hours activities our school policy for Charging takes into consideration:

- Inclusion - no child is prevented from taking part in an activity
- Equality – all children are treated fairly
- Targeting – children who would need the activity are not prevented from coming.
- Affordability – a threshold at which a payment becomes too difficult
- Value – we are committed to providing value for money
- Profits – no profit will be made.

- Costs – cover actual costs
- Consultation – consult with stakeholders - Children, parent, governors

Events

The school holds events such as school discos for the children. Attendance at these events is optional and the school charges admission for these events in order to raise funds for the school or a named charity. You will always be notified prior to the event of where any money raised will be directed.

Items Purchased through the School

The school arranges for children to be photographed and offers parents the opportunity to buy these photos. There is never any obligation for parents to buy photographs of their child. Similarly, the school may arrange to supply commemorative items such as sweatshirts for children leaving the school at the end of Year 6. Again there is no obligation for parents to purchase these items.

Charity Donations

The school supports a number of charities throughout the year. These include national appeals such as Red Nose Day, Children In Need and The Royal British Legion Poppy Appeal as well as local charities such as Kirkwood Hospice. The school may ask for donations of either money or material items (food at harvest time, shoebox items for Operation Christmas Child) but any donation is entirely voluntary. There is no obligation to donate to any charity supported by the school.

Monitoring, Evaluation and Review

The Governing Body will review this policy in February 2020

Appendix 1

Non Residential Activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the breaks during the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require students to leave the school an hour before the day ends, but the activity does not end until late in the evening.

Residential Visits

If the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Example 1: Visit during school hours

Students are away from noon on Wednesday to 9 pm on Sunday. This counts as 9 half days including 5 school sessions, so the trip is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Students are away from school from noon on Thursday until 9 pm on Sunday. This counts as 7 half days including 3 school sessions, so the trip is deemed to have taken place outside school hours.

Appendix 2

1. Optional Extras

Charges may be made for some activities that are known as 'optional extras' and include:

- i. education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for a school; or
 - c) part of religious education.
- ii. transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;
- iii. board and lodging for a pupil on a residential trip;
- iv. any materials, books, instruments, or equipment provided in connection with the optional extra.
- v. teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- vi. the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual students may not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It may not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.