



Barn Croft Primary School Charging and Remissions Policy

1 Introduction

- 1.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

2 Aims and Objectives

- 2.1** The aims of this policy are to:
- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
 - Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

3 Activities without charge:

- 3.1** There will be no charge for the following activities:
- Education provided during school hours must be free.
 - Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, or other equipment and also transport provided in school hours to carry pupils between the school and an activity.

4. Voluntary contributions

- 4.1** When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 4.2** If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. We will make arrangements for parents to pay in instalments but the cost of the trip needs to be collected in full before the date of the trip.
- 4.3** Parents can ask to pay for trips or clubs in instalments. They will have to sign a contract if this is the case and a record card of payments will be kept. Where an external provider expects full payment for a series of lessons for a club, parents can ask the school again to pay in instalments and the initial payment will be paid for out of School Fund. Once again a contract and record of payment will

be kept but the contract will stipulate that any missed sessions, for whatever reason, will still have to be paid for.

4.4 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.

5 Chargeable Services

5.1 The services provided by Barn Croft Primary School that require payment from parents are listed below. It should be remembered that all parents choose to buy these services from the school.

5.2 In addition the state provides for Free School Meals for children of families on low income.

5.3 The Barn Croft Primary School charging policy outlines how it may be able to provide assistance (Remission) to families who cannot afford the other chargeable opportunities available to our children.

5.4 These chargeable services include but are not limited to:

- Provisions of School Meals
- Trips which are not part of the school curriculum or are outside the school day
- Extended School facilities i.e. Breakfast Club and After school clubs
- Damage to school property – In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to children from the Head teacher in consultation with the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

6 Payment for Services

- Parents are required to pay for all services provided by the school in advance by making an online payment to their child's account using the ParentMail system.
- In the child's account, separate items are listed for every child, e.g. School Meals, Breakfast Club, Individual School Trips and After School Activities.
- Voluntary payments for school trips will usually be made as a one-off payment.
- Payments for Extended Service can be made in advance in two instalments, each covering one half term.
- Parents making payment for Breakfast Club or School Dinners can choose how frequently they make payments to their ParentMail accounts –this could be done termly, monthly or weekly.

7 Applying for free school meals

- If a parent believes that their children may qualify for Free School Meals, they should contact the school office in confidence in the first instance for more details and an application form.

- All KS1 children currently qualify for universal infant free school meals (UIFSM) but should still apply for free school meals to obtain other benefits the school may offer via the pupil premium. Pupil Premium interventions are offered to those that have meet the criteria below and applied for the free school meals subsidy.
- The school will help parents to complete the application form and produce the correct evidence.
- At the time of writing, an application for free school meals may be successful if the applicant is in receipt of any of the following:
 - Income Support
 - Universal credit
 - Income-based Jobseeker"s allowance o Income-related Employment and Support Allowance o Support under Part VI of the Immigration and Asylum Act 1999
 - The Guarantee element of State Pension Credit o Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
 - Working Tax Credit „run-on“ – the payment received for a further four weeks after they stop qualifying for Working Tax Credit
 - This information is issued by the Government and is subject to variation. The up to date information can be located on the government website www.gov.uk

8 Residential visits

8.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do expect a contribution to enable this to go ahead. There will be a reduction for children who are entitled to free school meals that will cover the cost of their board and lodging during the residential visit.

8.2 Parents/ carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

9 Music tuition

9.1 All children study music as part of the normal school curriculum. We do not charge for this.

9.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

10 Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place and ask that the children bring a returnable deposit for the use of the lockers at the swimming pool.

11 Extended Provision

The school offers a breakfast club for pupils registered at Barn Croft. The club is open to all pupils from Reception to Year 6. There is a nominal charge of £3.50 per day per pupil before 7:30am and £2.50 per day per pupil after 8am.

12 Extra Curricular Activities

The school offers additional extra curricular activities. We make a small charge for these sessions but do not make a profit on these.

13 Remissions Policy

13.1 There will be no charge for board and lodgings for pupils whose parents/ carers are receiving income support, income based job seeker's allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

14 Monitoring and review

This policy is monitored by the governing body and will be reviewed every three years or earlier if necessary.

Signed by Chair of Governors:

Date: 12th February 2019

Review Date: February 2020