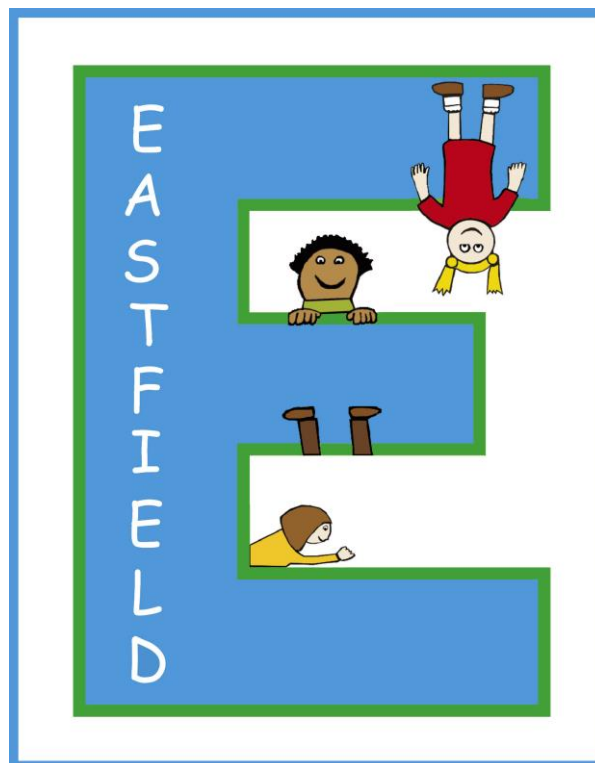


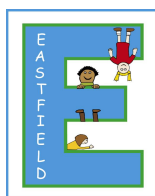
# Charges and Remission Policy

*October 2021*



***Eastfield Primary School***

Approved by the F&GP of Eastfield Primary School 18<sup>th</sup> October 2021  
*Compiled by School Business Manager*



## **Eastfield Primary School** **Charging and Remissions Policy for Parents and Carers**

### **Introduction**

The Governing Body of Eastfield Primary School recognises the valuable contribution that the wide range of additional activities, including enrichment visits, after school clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

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 accordance 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 and General Purposes Committee of Eastfield Primary School on 18<sup>th</sup> October 2021 and will be 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 enrichment visits.

### **School Enrichment Visits**

When organising school visits which enrich the curriculum and educational experience of the children, the school invites parents and carers to contribute towards the cost. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, then we may cancel the enrichment activity. 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. A Microsoft Forms letter / consent form will be sent out to parents and carers prior to each school visit. Payments can then be made via SIMS Pay 360. All voluntary contributions are non-refundable and this will be clearly stated on the Microsoft Forms letter, however if the school or the venue cancels the visit then contributions will be refunded to parents.

Governors have agreed to subsidise some visits at their discretion. Parents and carers have a right to know how each activity is funded, and the school provides this information on request.

### **School Enrichment Visitors to school**

Eastfield Primary School organises many visitors into school which enrich the curriculum and educational experience of all the children e.g. theatre productions, specialist workshops, authors / storytellers etc. Governors have agreed to subsidise these visitors into school as part of the children's entitlement. School keep a record of voluntary contributions and consent forms for audit purposes (income / expenditure to school budget).

### **Residential Visits and Overnight stays**

Where a school activity involves pupils staying 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 Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit  
(provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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. School keep a record of voluntary contributions and consent forms for audit purposes (income / expenditure to school budget).

### **Optional Extras**

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

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

#### **Activities Outside of School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

Eastfield Primary School currently offers girls and boys football as optional extras. These activities are currently paid for by the school. The Governing Body is currently reviewing its outside of school activities.

#### **Breakfast Club**

Eastfield Primary School runs a breakfast club that exists to provide a range of stimulating, and creative activities in a safe environment. It also enables children to complete homework and read their reading book. Breakfast and a drink will be provided.

School offers a daily Breakfast Club from 8:00am until 8:45am for all pupils to use. Due to Covid-19 school, we are unable to open breakfast club to all pupils. We currently have capacity to accommodate up to 15 pupils. Due to capacity, a booking system is in place. Any queries relating to breakfast club need to be referred to Mrs Stewart in the school office.

There is a weekly charge of £10.00 (£2 per day) to attend Breakfast Club. This includes breakfast and a drink. There will be special occasions (treat days) when school will offer an alternative breakfast.

All payments must be made prior to attending the weekly sessions via SIM's Pay 360, as we are a cashless school. For information about SIM's pay, please contact the school office [office@eastfieldpri.co.uk](mailto:office@eastfieldpri.co.uk).

At the end of each week any arrears are checked.

Parents then receive a text from the school office to remind parents they owe breakfast club fees.

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If breakfast club arrears are still outstanding a letter will be sent and further telephone calls made.  
If arrears remain outstanding breakfast care may be suspended until fees are paid in full.

### **Swimming**

The school organises swimming lessons for children in KS2. 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 or carers 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 or loss of 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 school meals. We also follow the Local Authority Universal Free School Meals initiative from September 2014 where all infant pupils are able to receive a free school meal. We do ask families who are eligible for free school meals to still apply for them as the premium attached to this benefit comes in to school and helps provide children with additional benefits such as free milk, extra help in lessons, reduced costs for some school enrichment visits, sports coaching, pastoral/welfare support etc. The previously mentioned criteria will be used to assess entitlement.

The charge for school meals is £2.50 per day, £12.50 per week, and meals are ordered daily.

School meals must be paid for in advance on a Monday morning. We are a cashless school and payments must be made via SIMS Pay 360. All new parents will receive account set up information from the school office. All payments received are recorded and all meals should be paid for promptly with any outstanding balances paid off by the end of the week. Any payments made in advance will be carried forward if a child does not have a meal.

### **Free School Meals**

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child will be able to get free school meals if they're in a government-funded school and in;

- Reception
- Year 1
- Year 2

At the end of each week an arrears report is produced detailing any monies owed. Parents then receive a text and reminder letter from the school office notifying parents they owe dinner money. If no payments are received, a 2<sup>nd</sup> reminder letter is sent out. Parents/guardians will also receive text message and telephone call. If monies are still

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outstanding, a 3<sup>rd</sup> letter is sent informing parents/guardians that the case has been passed on to the Board of Governors for consideration. A final letter will then be sent informing parents that a referral has been made to a Debt Collection Agency (Wolverhampton City Council).

### **Uniform**

School uniform can be purchased from school via SIMS Pay 360. Please log on to SIMS Pay 360 for prices and availability.

### **Paying for Information**

Where parents or members of the public request copies of information under either the Data Protection Act or the Freedom of Information Act, the Governors can make a charge for providing copies of information.

### **Monitoring & Review**

The procedures in this policy will be monitored in the light of any new information and guidance which becomes available.