



Meadows First School

Charging & Remissions Policy

Date: November 2023

Date of review: November 2024

Head Teacher: S Hewitt

Chair of Governors: A Lynch

CHARGING & REMISSIONS POLICY

INTRODUCTION

This policy has been formulated in accordance with the Authority's guidance on 'Charging for school Activities.' Charges made by the school are covered by Section 10 of the Education Act 1988. This legislation ensures that No Child is discriminated against in receiving the National and Schools Curriculum by inability to pay. However, voluntary contributions may be invited towards a school activity.

AIM

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

RESPONSIBILITIES

The Governing Body of the School are responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head Teacher and Governing Body.

Meadows First School is committed to providing quality education based on equality of opportunity. We want our pupils to be able to participate fully in every aspect of the curriculum. We provide a rich learning experience that will enable the children to develop. We offer a broad and balanced curriculum.

The school incorporates the LA's policy with in its own statement

Charges will be made for:

- Music Tuition individually or in small groups equated to the cost to the school.
- Hire of Musical instruments when provided for tuition.
- Additional attendance in Nursery – shortfall between Government funded sessions for 15 or 30 hours and hours attended.
- Repairs of damage or replacement caused by neglect of care.
- Replacement of equipment or correction of damage to school property caused by irresponsible action or trespass.
- Educational activity outside school hours where such charge is appropriate.

Educational Visits and Workshops

We arrange Educational Visits for each year group and invite visitors into school to support and enhance the curriculum.

In the DfE Guidance 'A guide to the law for School Governors' it is stated that:

'Education provided during school hours must be free.' Although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contributions. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary. Governing bodies should also make it clear that children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, that should be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. The essential point is that no pupil should be left out of an activity because his or her parents/guardian cannot or will not make a contribution.

We will ensure that all school activities are made available to all pupils regardless of family income and therefore have in place the following Charges and Remissions Policy:

- Parents will be asked for a voluntary contribution for certain activities such as Educational Visits. We operate a Best Value Policy for all purchases and will only request the true cost or subsidised cost for these events.

- No child will be excluded from an activity because parents cannot or will not make such a voluntary contribution.
- If insufficient voluntary contributions are made the activity may have to be cancelled. Trips will, at the discretion of the Head Teacher, be cancelled if contributions of below 60% are received or below 90% for residential trips. It must be stressed that these trips really are of great value to our children and we expect all parents to do their utmost to support them. Residential trips for those pupils in receipt of Free School Meal Allowance will be considered on an individual basis by the Head Teacher.

When an activity is proposed, parents will receive written notification and will be asked whether or not they would be prepared to make a voluntary contribution. If following receipt of response forms, the activity can go ahead, parents will be given written notice. This letter will include:

- Details of the activity including venue, date, times, programme for the day and any special arrangements (clothing etc.)
- The amount of the voluntary contribution requested and details of what is covered (e.g. admission.)
- The option to pay instalments if appropriate.
- An invitation to parents with financial difficulties to speak to the Head Teacher.

Children who have Free School Meals will receive a packed lunch from the school when an activity extends over their lunchtime. Children under the age of 7, who are entitled to Universal Free School Meals will be provided with a free packed lunch if requested.

It will be made clear that the children will require no additional money for such activities.

Nursery

All children receive 15 hours funded education each week from the term after their third birthday. However under “Community Facility Powers”, these children can now start accessing Nursery provision from the term in which they turn 3. This is not funded and therefore there will be a charge for this facility up until the term after their third birthday, when they will receive their free entitlement.

From September 2017, the government have introduced 30 hour extended funding for working parents of children that are of ‘pre-school’ age. Parents will need to register for this funding and then give their code to the school office. Details can be requested from the school office.

Any unfilled places will be offered to Nursery parents as additional sessions.

The charge will be:

- 3 hour session (9.00am -12 noon or 12 -3.00pm) - £4.50 per hour (£13.50 per session)
- half an hour pre-school or after school session (8.30 – 9.00am or 3.00pm – 3.30pm) £2.50 per session
- lunchtime will be part of the afternoon session. If your child brings a packed lunch to school there will be no extra charge. However, a hot school dinner will be charged at the same rate as the rest of the school.

Please note: all additional sessions will be invoiced half termly and will need to be paid in full before the beginning of the next half term.

Changes to times **can only be made** with half a term’s notice due to staffing and ratios.

Charges will have to be made if children are collected late. (£2.50 for up to half hour)

Late payments will need to be made within seven working days; failure to do so will result in that optional child care place being withdrawn.

Uniform Grant

Governors will agree for a uniform grant for any eligible parents who request it for children starting school in September. To be eligible to claim, parents must be eligible to claim Pupil Premium for their child. Parents can claim for one item each of; skirt/trousers, white polo shirt and either cardigan or sweatshirt, all items to be purchased without the school logo purchases should be authorised by the head teacher and will be refunded on production of a receipt. Please discuss at the school office for further information.