

Bilston CE Primary School
Charging and Remissions Policy for Parents and Carers

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 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 Bilston CE Primary School 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 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. If there are insufficient contributions, the school may be left with no choice but to cancel the visit.

If a parent/carers has reserved a place on a school trip and is unable to take part in the visit the school will attempt to fill the child's place however it is at the schools discretion as whether a part or full refund can be given.

Governors have agreed to subsidise trips at their discretion.

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:-

- Universal Credit in prescribed circumstances (the circumstances will be prescribed by Government when Universal Credit is fully rolled out)
- 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 the family's income does not exceed the specified limit (currently £16,190)
- The guarantee element of state pension credit
- An income related employment and support allowance

All other costs involved in residential visits are asked for as voluntary contributions.

Governors have agreed to subsidise Residential Visits at their discretion.

Optional Extras

Out of hours activities and clubs are classed as Optional Extras. The school has a separate policy for Breakfast and After School Club.

Instrumental Music Lessons

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

Instrumental Music Examinations

The school is keen for children to learn to play musical instruments, and currently subsidises exam costs by 50%, so for example, if a drum exam costs £45.00, school will pay £22.50 and the parent/carer will be expected to contribute £22.50. Parent/carer contributions must be received in the school office one month/ 2 weeks before the date of the exam. Once the payment has been made, the place will be booked with the examiner.

Swimming

The school organises swimming lessons that 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 or items lost. A contribution towards the cost of replacement will be requested.

Reading/Library book - £3.50

Ruler/Pencil/Other small items - £0.50

Reeds for musical instruments - £1.30

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.

Lettings

The school is responsible for setting its own charges for lettings. Currently these are as follows:

School:

Internal Room Hire	£25 per hour (minimum booking 2 hours)
Main Hall and Studio – one-off bookings	£25 per hour (minimum booking 2 hours)
Main Hall and Studio – Regular bookings	£10 per hour
Additional Internal Room Hire (when Hall is used) – Regular booking	£5 per hour
Football Pitch – one-off bookings (with access to toilet facilities*)	£30.00 per session
Football Pitch – Regular bookings (with access to toilet facilities*)	£18.00 per session

Adventure Playground, Ward Street:

Initial 3 hour booking	£50 per 3 hour session
Additional hours	£10 each hour

Hirers are required to fill in a hiring agreement prior to use, please see the school Lettings Policy for details.

The school is responsible for invoicing and collection of lettings undertaken at the Ettingshall Adventure Playground (EAP). Charges for lettings are to be negotiated with the letting customer. Charges should be sufficient to cover the costs incurred by the school in respect of running costs and the opening and closing of the facilities.

Invoicing, Collection of income and contract arrangements in respect of EAP will be the combined responsibility of the Office Manager and School Business Manager.

Minibus

Parents/carers requesting their children to be collected and taken to school via the minibus are asked to pay a minimal charge to cover on-going maintenance, fuel and driver costs.

Single journey - £3.20

Return journey - £5.30

If there are two siblings in a family that require transportation, the charge for the second child will be halved.

2 x single journey = £4.80

2 x return journey = £7.90

Passports

Parents/Carers requesting the countersigning of passports are asked for a voluntary contribution of £10 towards School Fund.

Uniform

Items currently available for purchase are:

Sweatshirts

Cardigans

PE Top

PE Shorts

PE Bag

Book Bag

Swimming Cap

PE Tracksuit

Current prices are on display in the school office.

Break time Refreshments

We are pleased to be able to offer fruit and water as options to all Children in the School for their snack during break time. Therefore, we ask KS1 and KS2 parents not to send any food or drinks for the children's break time.

In addition to providing refreshments for the break times as indicated above we also provide water/fruits at various times throughout the year. In addition to this children are given opportunities to take part in cooking and science activities which involve the purchase of additional ingredients and other resources.

School Fund

Parents/carers are asked for a voluntary contribution of 50p per week, £3.50 per half term or £7 per term, towards costs.

Milk

Children throughout the school are able to receive milk at no cost. It is available at lunch time to all children, irrespective of whether they have a school meal or bring a packed lunch.

School Meals

Parents or carers who are in receipt of the following support payments are entitled to register and claim for free school meals (fsm):-

- 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)

If you are entitled to Working Tax Credit (apart from during the four-week run-on period), you will not qualify for FSM, regardless of your income.

If you are receiving Child Tax Credit only, your annual income must be less than £16,190 to qualify.

All children in YrR/KS1 are entitled to free school meals under the Government's Universal Infant Free School Meals scheme.

Children in KS2 who do not qualify for free meals can purchase a meal for £2.40
Adults purchasing a Meal will be charged the full cost including VAT, £3.50

Paying Money into the Office

Payments can be made online via the Eduspot/school money app, detailed obtained from the school office.

Money can also be paid into school should be in a blue envelope labelled with the child's name, which can be obtained from the office.

Non-Payment

All payments to the school should be made before or no later than the day to which the paid for provision relates. The school has an arrears policy and procedure which will be followed for the recovery of overdue payments and may result in refusal of provision. Persistent overdue accounts will be referred to the Local Authority Debt collection department.

The school will not subsidise or agree to non payment but written requests for alternative payment arrangements may be considered by the Governing body for exceptional

circumstances. Any requests for alternative arrangements should be discussed with the Headteacher in the first instance. The Headteacher will take in to consideration the previous payment history and the circumstances behind the request in order to assess the reasonability of the request and make recommendations to approve or not to approve the request to Governors.

Monitoring & Review

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

Some charges quoted within this Policy may be subject to change - where this is the case parents and carers will be notified accordingly.