

# Bilston Church of England Primary School

'Hand in hand towards faith and high achievements'



## Charging & Remissions Policy for Parents and Carers

### Our Vision

'Hand in hand together with faith we will strive to achieve all things'  
'I am able to do all things through him (Jesus) who strengthens me'  
Philippians 4:13

Approved by Governors at:	FGP
Date approved:	
Review date:	
Chair of committee:	Mark Bircher

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Log update	



## **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.

## **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.

## **Paying for goods/services**

Bilston CE Primary is aiming to be a cashless school. Wherever possible, we encourage payments via the school's cashless payment system. Where this is not possible money can be paid into school should be in a blue envelope labelled with the child's name and reason for payment, which can be obtained from the office.

Our system is currently provided by School Money for which the school pays an annual fee.

Payments can be made online via the Eduspot/school money app safely and securely. Parents/carers will receive an email from the school with secure log in details when their child starts school. This system also allows parents to keep a better log of payments made to the school.

[School Payments](#) | [Online School Payment System](#) | [SchoolMoney by Eduspot](#)

A parents guide for the website and app is available to download

<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney&source=website&version=20190314>

## **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.

## **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/carer 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**

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:-

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- 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.

### **After School Activity Clubs - 4.30**

The school operate several activity clubs throughout the school year operated by Soccer 2000 and school staff. No charge is made for these clubs.

### **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

### **Uniform**

Items currently available for purchase from school are:

(Current prices are on display in the school Office)

Sweatshirts

Cardigans

PE Top

PE Shorts

PE Bag

Book Bag

Swimming Cap

PE Tracksuit

Sun hat

Bilston CE Primary, operate a second-hand uniform shop, with items costing around 50p.

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### **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.

### **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. more. This money supports every child in school in many of their activities which require additional resources, such as cooking, science, membership to the National Trust, subsidising school trips, buying dance costumes for our dance Festival and school productions.

### **Milk**

All pupils are able to receive milk at no cost, available at lunch time irrespective of whether they have a school meal of bring in 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 Key Stage 1 – Reception, Year 1 and 2 pupils 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 per meal.

Adults purchasing a Meal will be charged the full cost including VAT, £3.50

### **Breakfast Club and After School Club Charges**

Breakfast Club costs **£3.20** per child per session.

After School Club - If a child is collected before 4.30pm (with no food) the cost is **£4.00** per child. If they have food or are collected after 4.30pm the cost is **£6.50** per child per session regardless of time collected.

If children are collected late from afterschool club (after 6pm) for any reason, parents/carers will be asked for an additional **£5.00** charge for every 15 minutes.

All staff who have children attending Bilston CE using the Breakfast/After School clubs will be required to pay the current charge as quoted above, unless in exceptional circumstances when the decision has been made in discussion with the Headteacher

### **School 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/chaperone.

Single journey - £4.00

Return journey - £6.00



