



## **Charging and Remissions Policy**

### **1.0 Aims**

The aims of this policy are:

- To fulfil the school's legal duties on defining the charges to parents for school activities
- To inform parents when the school will charge them for activities (charges)
- To inform parents when charges will not be made (remissions)
- To identify the types of activities for which the school will request voluntary contributions
- To inform parents on low incomes of the support available to them when being asked for contributions

### **2.0 Roles and Responsibilities**

The school's governing body is responsible for defining the policy to comply with current legislation. The Head teacher and any staff involved in the administration of charges are responsible for implementation of this policy.

### **3.0 Policy**

#### **3.1 Charges to Parents**

By law, the school (or Kirklees Council) cannot charge parents for the following:

- Education provided during school hours
- The supply of materials, books, instruments or other equipment
- Education provided outside of school hours if it is part of the National Curriculum or part of religious education
- Tuition for learning to play a musical instrument if the tuition is required as part of the National Curriculum
- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport of certain pupils to or from the school premises, if Kirklees Council has a legal obligation to provide transport for those pupils
- Transport of pupils to other premises for educational purposes
- Transport provided in connection with an educational trip
- An Admission application

The school charges parents for the following:

- The supply of materials, books, instruments or equipment where the child's parent wishes him/her to own them
- Board and lodging for a pupil on a residential visit (see section 3.2)
- Education provided outside of school time that is not part of the National Curriculum, or part of religious education
- Optional extra activities (see section 3.3)
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils or parents
- School Meals (see section 3.5)
- School Milk (see section 3.6)

Charges to parents will not exceed the actual cost for any of these items

### 3.2 Remissions (Charges not made to Parents)

Children whose parents receive the following benefits are exempt from paying the cost of board and lodging for residential school visits. These benefits are:

- Income support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit, but are not entitled to a Working Tax Credit and your annual income (as assessed by HMRC) is less than £16190
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Universal Credit

These are the same criteria that entitle families to free school meals. However, although the criteria is the same as free school meals, the costs involved in the remission of board and lodging cannot be reclaimed by the school and are instead borne by the school from their contingency funds. This may mean that if a large number of eligible pupils on a residential visit claim remission of board and lodging then the school would not be able to afford the visit and it would have to be cancelled.

### 3.3 Optional Extra Activities

The cost of an optional extra outside school time may include a charge for travel, materials and equipment, entrance fees and insurance. The cost for one pupil is calculated by dividing the total cost equally between the numbers of children taking part. The school does not allow any subsidy for pupils whose parents are unwilling or unable to pay the charge.

Optional extra activities include music tuition provided by Musica Kirklees. Parents are invoiced directly by the service.

The school offers a wide variety of after school clubs. Many are offered by school staff and are free of charge. However, some sessions may be run by other qualified staff and a charge may be made. Parents will be notified if a charge is applicable.

### 3.4 Voluntary Contributions by Parents

The school aims to provide pupils with a broad and balanced curriculum and invites parents to make voluntary contributions towards the cost of certain activities in order to enrich the children's learning experience. These include but are not limited to:

- Educational visits - transport, insurance, entrance fees, materials
- Educational visitors and workshops in school such as musicians, theatre groups, artists
- Costumes for school productions
- Breakfast Clubs

There is no obligation for parents to make any contribution and no child is ever excluded from an activity or visit because their parents are unable or unwilling to make a voluntary contribution. Children whose parents do not contribute are not treated any differently to those children whose parents make a contribution.

However, if insufficient voluntary contributions are received to cover the cost of the visit or activity, and there are no alternative funds to make up the shortfall, then the school would cancel the activity/visit. Letters to parents advising of a visit or activity and inviting voluntary contributions inform parents that the visit/activity would have to be cancelled in the event of insufficient voluntary contributions being received.

Parents who are in receipt of some benefits and who may have difficulty contributing towards educational visits are asked to contact the Head teacher to discuss this. The school always encourages some contribution towards the cost. Pupils who are eligible for Pupil Premium funding will

receive an automatic 50% discount on educational day visits and residential visits. Parents of these pupil will receive notification to this effect at the start of the school year.

Some children may be invited to attend a Breakfast Club offering additional education support before school. Pupil Premium children will be provided with breakfast, other pupils may be asked to pay a small contribution towards this club.

3.5 School Meals

School lunches are provided by the Kirklees School Meals Service and current government legislation is that all Foundation Stage and Key Stage 1 pupils are provided with a lunchtime meal free of charge (Universal Free School Meals). KS2 pupils whose parents are in receipt of certain benefits are also eligible for free school meals. All other KS2 pupils who wish to eat a school meal at lunchtime must pay for these in advance via ParentPay.

3.6 School Milk

Milk is available for all children in school but is not provided automatically; parents must confirm that their children require milk and if necessary pay for it on a termly basis in advance via ParentPay.

Payments required for milk for a child depend on their school year:

- If requested, milk is provided free of charge to children in any year whose parents receive any of the benefits that entitle a family to free school meals.
- For children in Foundation Stage milk is provided free until the term in which the child has his/her 5<sup>th</sup> birthday; a charge is made for milk from that term onwards. Terms are defined by the holiday dates of the school and any child whose 5<sup>th</sup> birthday is after the last day of the summer term is not required to pay for milk until Year 1.
- For children in Year 1 and Year 2 if milk is requested and the family does not receive any of the benefits that entitle them to free school meals then a charge is made for this regardless of the child receiving Universal Free School Meals.
- For children in KS2 not entitled to free school meals if milk is requested then a charge is made for this.

3.7 Items Purchased through the School

The school may arrange for children to be photographed and offer parents the opportunity to buy these photos. There is never any obligation for parents to buy photographs of their child.

3.8 Charity Donations

In keeping with its Christian character and ethos, the school supports a number of charities throughout the year. These include national appeals such as Sport Relief, Red Nose Day, Children in Need and The Royal British Legion Poppy Appeal as well as local charities. The school may ask for donations of either money or material items, but any donation is entirely voluntary. There is no obligation to donate to any charity supported by the school.

Approved at Governors' Resources .....

Review due .....