

Crossflatts Primary School



# Charging & Remissions Policy

Approved by the governing body on: \_\_\_\_\_ October 2020

October 2022

To be reviewed on: \_\_\_\_\_ *Unless advised of change*

Signed on behalf of the governing body: \_\_\_\_\_

NB. This guidance will be retained for a period of 7 years from replacement.

## **Charging and Remissions Policy**

All education at Crossflatts Primary School during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contributions. We do not treat these children differently from any others. Children entitled to Pupil Premium funding will be eligible for either part or full cost of the trip or visit to be paid for.

If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school has to pay additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. If the school does not receive enough voluntary contributions then the trip or event may have to be cancelled.

The following list, though not exhaustive, gives examples of additional activities organised by the school, which require voluntary contributions from parents. These charges only cover the expenses of the trip, and are not calculated to make a profit.

- visits to museums and art galleries;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

### **Foundation Stage Voluntary Contributions**

Parents of children who attend Nursery and Reception classes are requested to make a termly voluntary contribution towards the provision of special enhancements e.g. "special" snacks and items to enrich learning for individual events.

#### **Residential visits**

If the school organises a residential educational visit we make charges for activities, accommodation, food, travel and insurance to cover costs but do not seek to make a profit.

Current residential visits take place for Key Stage 2 (Years 3 to 6) pupils.

#### **Use of Child Care Vouchers for Residential Visits**

Following advice taken from HMRC and Bradford Council Audit Team, the Governing Body have been directed that childcare vouchers can only be used as part payment for school residential trips for the duration of time that your child/children would have spent attending our Crazy Cats After School Club e.g. 3.15 pm to 5.45 pm. Therefore the sum of the equivalent to breakfast club, as at January 2016, can be used as payment for residential trips if your child/children would have normally attended Crazy Cats.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is provided in addition to the National Curriculum. Individual or small group lessons may be provided by teachers within school, through the local authority or a private provider. Charges may be applied for these lessons. We give parents information about additional music tuition at the start of each academic year.

## **Swimming**

The school organises swimming lessons for all children in Year 5. 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 ask parents for their written permission for their child to take part in swimming lessons.

## **Extra-Curricular Activities**

The school offers opportunities for pupils to participate in additional activities outside of school hours and may make a small charge to cover the costs of the external providers.

## **Lettings**

The school charges third parties for the hire of its facilities (sports hall, fields, meeting rooms, etc.). Current charges for lettings are specified in the Lettings Policy.

## **Milk**

Is provided free of charge for all children in Nursery and Reception. Pupils in other years are entitled to purchase one third of a pint of milk per day, all the current costs are available on the school website.

## **Fruit**

Free fruit is provided by the Government for all pupils in Nursery, Reception, Year 1 and Year 2.

## **Breakfast Club**

We offer pupils and families a healthy breakfast at a reasonable cost. The charges are available on the school website, these are reviewed annually by the Governing Body and Senior Leadership team to ensure best value.

If your child attends Breakfast Club would you please ensure that payment is made weekly on Parentpay.

Parentpay will be activated each Friday afternoon with the amount owing for that week, with a deadline for payment by the following Monday.

Failure to make payment for a period of 2 weeks or more may result in you no longer being able to access the service. The process for this outstanding debt is outlined in our school's Debt Recovery Policy.

## **School Meals**

For families who pay for school meals, all payment is made directly to Innovate. Full guidance is available on our school website, under school meals.

Failure to address any outstanding balance for a period of 2 weeks or more may result in your child not being able to access the school meal service.

If you think you may qualify for free school meals for your child then please see the school website for more information.

## **After School Care Club**

We provide an after-school care facility for pupils in full time education at Crossflatts Primary School. The charges are available on the school website, these are reviewed annually by the Governing Body and Senior Leadership team to ensure best value.

## **School Uniform**

Uniform items displaying our school logo can be ordered online from our current provider. Details of this service is available from the school office or on the school website.

## **Lost Books**

To cover the cost of replacement, a charge of £5.00 per book will be made for the loss of any library or reading books.

## **Damage to School Property**

It is at the discretion of the Governing Body and/or Headteacher to consider making a charge to parents for any damage to school property by a pupil or parent, caused either wilfully or neglectfully.

## **Photocopying**

Photocopies made for private use will be charged at 10p per copy for black and white copying or 20p per copy for colour copying.

Parents requesting photocopies of school documents will be charged at the above rates.

## **Debt Recovery**

Please see Crossflatts Primary Schools Debt Recovery Policy which outlines schools procedures for outstanding payment from parents/carers.

**Reviewed by the Governing Body: October 2020**