

# **THE WELLAND PRIMARY SCHOOLS FEDERATION CHARGES and REMISSION POLICY (September 2018) Surfleet and Pinchbeck East Primary Schools**

## **1 Introduction**

Education provided by Surfleet Primary which takes place wholly or mainly during school hours is free. The lunch hour is not considered to fall within school hours.

The charges we set for activities are in accordance with the Local Authority's guidance on charging for activities in schools.

Parents are encouraged to discuss any problems they may have with making payments or contributions with the Headteacher at an early stage. Making payments by instalments is always an option.

## **2 School Trips (including swimming) Events and Workshops**

When organising school trips, visits and workshops which enrich the curriculum and educational experience of the children, the school invites parents to make voluntary contributions to the cost.

If we do not receive sufficient voluntary contributions, we may need to cancel the trip or activity. If a trip is cancelled, School will only refund parents if the monetary value is over £1.00. If a trip or activity goes ahead, it may include children whose parents have not paid any contribution and these children will not be treated any differently from the others.

Routinely payments and consents will be made on ParentPay – individual receipts will not be issued unless specifically requested.

### **3.1 Residential visits – mainly in school time**

Charges will be made to cover the board and lodging element of the residential visit. Parents will be requested to make voluntary contributions to other costs such as transport and activities.

Charges made to parents must not exceed the actual cost although voluntary contributions may be made over and above that cost.

***In accordance with Section 457 of the Education Act 1996 where a parent is in receipt of any of the following benefits their child is entitled to free board and lodging on a residential trip:***

Income support  
Income based Job Seekers Allowance  
Child tax credit, with an annual income of less than £16,190 (not working tax credit)  
Guaranteed Element of State Pension credit

In order to establish the feasibility of running the trip letters should be sent home before firm bookings are made requesting an indication of willingness or ability to pay, asking for a non-refundable deposit. An informed decision can then be made as to whether the trip can go ahead.

Residential trips mainly out of school time:

If a trip falls more than 50% out of school time and not related to a statutory curriculum purpose, school can charge for the entire amount, voluntary contributions do not apply, nor does the FSM or other benefits criteria, as the trip is classed as an optional extra.

#### **4 Music tuition**

All children study music as part of the National Curriculum and there is no charge for this.

Individual or group music tuition provided by peripatetic teachers, which is not part of the National Curriculum, is charged for to cover the cost to the school levied by the LA music service.

Charges are advised to parents and are payable termly in advance. A terms notice is required to cancel the lessons and the fees are not refundable.

Parents in receipt of the benefits mentioned above (3.1) are eligible to apply for remission under the LA scheme (currently 50% remission). Looked After Children can also claim remission (currently 100%)

#### **5. Milk**

Milk is purchased via the Coolmilk scheme. Parents of all children can order daily milk (1/3 pint) for their children at cost via Coolmilk if they wish. Children in Reception receive free milk until their fifth birthday.

Children eligible for free school meals receive milk free of charge if requested.

#### **6. School Meals**

Parents can order hot school meals for their children with payment a week in advance. Meals are ordered from a local catering company. Meals are booked and paid for directly with the catering company via their website. Meals currently cost £2.40.

If a parent wishes to cancel a meal they must do so with at least 24 hours' notice and the catering company issues a refund or credit against future meals.

Parents in receipt of the benefits mentioned above (3.1) are eligible to apply to the LA for Free School Meals and if eligibility is confirmed meals will be completely free of charge.

Children in Key stage 1 are entitled to Universal Free Meals. Parents/carers must order the meals via the caterer's website.

#### **7. Lettings**

Charges for the use of school premises for private hire are made in accordance the school's Lettings Policy and with LA guidance for Lettings Fees.

#### **8. Clubs**

Most after school clubs are provided free of charge, as the cost is covered by the Sports Grant.

**9. School Photos**

The school employs a company to undertake group and individual photographs at pre arranged times during the year. Parents have the choice of whether to order the photos or not and payment is made to the photographer. The school receives commission from the photographer.

**10. School Uniform**

Parents can buy school uniform online from the school's supplier.

**11. Charging parents for breakages and fines**

Parents may be asked to pay a voluntary contribution towards the cost of replacing a broken window or a defaced, damaged or lost text book etc, where this is the result of a pupil's behaviour.

**Reviewed & Approved September 2018**

**Next Review due November 2019**