

# Essendine Primary School



## Charging and Remissions Policy

Adopted: November 2021

Review date: November 2022

### 1. Admissions

There is no charge for admissions.

### 2. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount *per week* decided by the LA.

### 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

### 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**).

There is no charge for transport during school hours to school-organised activities.

#### We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

### 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, *including sports matches against other schools*
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

#### Optional extras

*The school will charge for optional extras. Optional extras are:*

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school

- c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

### **The cost of optional extras**

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the finance committee. The charges, when determined, will be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **6. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## **7. Residential activities**

### **Our school will not charge for:**

- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

### **Our school will charge for:**

#### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. *We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.* The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see section 11 for more guidance on remissions).

#### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

#### **Activities**

The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

## **8. Music tuition within school hours**

Essendine Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if the teaching is not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

Essendine Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be maintained at a very low cost for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## **9. School Meals**

Parents and carers are responsible for providing a lunch for their children. This may be provided in the form of:

- Parents paying for a school meal (Nursery, and Years 3-6)
- Universal free school meals (for Reception and Years 1-2)
- Successful application for Free School Meals
- Packed lunch from home (all year groups)
- Lunch at home (in special circumstances)

The school meals service at Essendine School is currently managed by Chartwell Ltd.

The cost of a school meal is £2.15 per day (from 1 September 2021)

In order to manage the service, families are required to commit to one preference, either school meals or packed lunches for each half term. Changes may only be made on the last day of one half-term or the first day of the next, and the office must be informed of this. A Change Form must be signed and will be retained by the school. A copy will be given to the parents as confirmation.

Families will continue to be liable for the cost of school meals if the office is not informed. Parents will have a confirmation receipt as evidence of their having done so. We may ask you to produce this in cases of dispute.

The charge to parents for the school meals will be equal to the actual cost to the school.

We would expect to receive payment weekly.

## **Debt Management**

The school is unable to tolerate debt, as any debts incurred then have to paid from the school budget, which is given to us by the government to pay for the children's education. There is no funding to subsidise school meals and doing so affects whole school community. Due to an unacceptable level of arrears in the past, the school now has no option other than to adopt a less flexible approach to dinner money payments.

- The school is not obliged to provide a school meal where payment has not been made or where authorisation for free school meals has not been received. We will act quickly to address such issues at an early stage, in order to prevent arrears of dinner monies from mounting up to a point where families will find it difficult to pay.
- Families are expected to pay weekly. This will be closely monitored, and where non-payment reaches two weeks, parents will be contacted by telephone.
- If after this telephone call, the school meals are not paid for by the beginning of the 3rd week, we will no longer be able to provide children with school meals and a packed lunch must be provided until the arrears have been paid.
- If children come to school without a packed lunch, parents will be telephoned to either bring one in or take their child home for lunch.
- In exceptional cases, the school may choose to continue to provide meals where parents have advised us of some particular difficulty, but this will be considered on an individual basis and is not a right.
- The school may be able to provide lunch occasionally to children not routinely taking a school meal, but only where the meal is paid for in advance.
- The school will work closely with parents in working out a form of payment plan to help resolve the situation if requested to do so.

We hope that by implementing this debt management policy we are able to help parents manage school dinner money better, reduce the debt to the school and ensure that the funds granted to pay for the children's learning is used in full for that purpose.

## **10. Extended services**

Essendine Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **10. Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

## **11. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Working Tax Credit
- Universal Tax

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

## **12. Voluntary contributions**

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

### **13. Inability or unwillingness to pay**

Essendine Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

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**Signed by:**

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**The chair of governors**

**Date:** .....

**Headteacher**

**Date:** .....

**This policy will be reviewed annually**