

Charging and Remissions policy



Oak CE (VC) Primary School

Approved by:

Approved by Interim Executive Board (IEB) Governors

Date:

Sept 2022

Last reviewed on:

January 2022

Next review due by:

October 2023

Introduction

The Chair/Members of the IEB recognise the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Chair/Members of the IEB aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996 Sections 106-110 and 449-462). The Chair/Members of the IEB endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Charges

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours. The Chair/Members of the IEB reserve the right to make a charge in the following circumstances for activities organised by the school.

Activities outside school hours

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits, a charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision.

Individual/Group Instrumental Tuition

The cost for providing individual/group instrumental tuition the charge will not exceed the cost of provision. Children in Care who wish to have instrumental tuition are entitled to free tuition. Music tuition is also provided by Kirklees Music School.

Charging in Kind

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

Voluntary Contributions

The Chair/Members of the IEB may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. The contributions will not exceed the actual cost. In the event of insufficient voluntary contributions being made the activity may have to be cancelled. In the event that the school has been forced to cancel a trip or activity for any reason refunds will be given.

Pupil Premium

Children in receipt of the Pupil Premium may request their contribution to school trips or visits is paid from the Pupil Premium. Some extra-curricular activities and school clubs are provided by outside agencies. The school is charged for their services and so charges parents for the children's attendance. Children in receipt of Pupil Premium may request these fees are paid by the school from their Pupil Premium.

Remissions Policy

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Chair/Members of IEB will remit in full the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours). In other circumstances the Chair/Members of the IEB will invite parents to apply in confidence to the Head Teacher for the remission of charges in part or full. The Head Teacher in consultation with the Chair/Members of the IEB will make authorisation of remission.

Breakages

In the case of wilful or malicious damage to equipment or breakages, including loss of school books or equipment on loan to pupils e.g., laptops, the Head Teacher, in consultation with the Chair of IEB, may decide to make a charge see below. Each incident will be dealt with on its own merit and at their discretion.

Damages/Loss of School Books, Book Bags, Laptops

Books:- In the first instance, a letter will be sent home with your child to inform you that their book is missing and needs to be returned within one week. If the book isn't returned within a week, a further letter will be sent asking for payment of £5.00 - £5.50 to purchase a new book. Payment must be made via ParentPay either online or at a PayPoint with a bar code letter issued by the school. If payment isn't received within 7 days, school may decide to introduce online reading practice as an alternative for your child. *Please see Appendix 1 & 2*

Book Bags:- All children are provided with a school book bag, free of charge, on enrolment from the age of 5+. If a child loses their bag, you will be required to purchase a replacement. The cost of a new book bag is £6.00. This can be paid online via ParentPay or with a bar code letter at any PayPoint.

Laptops:- Children may from time to time, be loaned a laptop for home learning. All laptops should be returned to school in good working order at the end of the home learning period. Governors may request that you contribute to the repair or replacement of the equipment. Any items that have been stolen must be reported to the police immediately – See also Acceptable Use Policy.

Each incident will be dealt with at the discretion of the Head Teacher and Chair of IEB.

ParentPay

Milk – If your child is over the age and NOT entitled to free school meals but wishes to have milk you must pay a term in advance using ParentPay. We will write to you at the end of each term to ask if you wish to participate in our school milk scheme the following term. If payment isn't received in time your child will not be allowed to take milk. This is because we have to order in advance.

Dinners: If you wish your child to have a school dinner and they are not entitled to free school meal, you will need to pay one week in advance at all times. We will require one weeks notice to change from school dinners to packed lunches. If you do not pay in time and you accrue arrears of more than two weeks, your child will not be able to access any school meals until payment has been made. If your debt increases past this period you may be referred to Kirklees Debt Collection and our safeguarding team will be alerted.

Refunds: We will review credit balances on all ParentPay accounts when a child leaves. Credit balances above £5.00 will either be transferred to a sibling account OR reimbursed to the parent if no siblings exist.

Balances below £5.00 will not be reimbursed.

General

Chair/Members of the IEB may, from time to time amend the categories for which a charge may be made. The Governing Body reserve the right to review the Charging and Remissions Policy as necessary

