

Charging and Remissions Policy

The Beeches Primary School



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Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the governing body and will be reviewed annually or earlier if necessary.

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided 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;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. 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 contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'

Optional extras are defined as education provided outside of school hours that is not part of the National Curriculum, a public exam syllabus, or religious education. Charges for optional extras must not exceed the actual cost per pupil and must be agreed with parents in advance.

- visits to museums;

- sporting activities which require transport expenses;
- outdoor adventure activities;
- musical events.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There may be a charge, at the school's discretion, for individual and group music tuition if this is not part of the National Curriculum.

Clubs (Before & After School)

Charges for clubs apply only to those considered optional extras. Participation is voluntary and charges must reflect the actual cost. No child will be excluded from educational provision due to inability to pay. The school offers a range of extra-curricular clubs. Clubs are outside of the normal school day and are sometimes chargeable. Where possible, The Beeches Primary School will subsidise the cost of such activities to make them affordable for all. Pupil Premium children are able to attend for free. All fees must be paid in advance and are advertised on the school website.

School Dinners

There is a standard daily charge of £2.50 for school dinners. Fees should be paid in advanced on the first day of the week. Refunds will be given in the case of absence. Children eligible for FSM (Free School Meals) are free. As currently legislated by Government, KS1 children are entitled to a FSM.

Fines for Attendance

The school follow the Government and Local Council legislation for fining parents/carers for regular absence. Please refer to the Attendance Policy for further details.

The school reserves the right to charge parents or carers £5 if they are over 15 minutes late collecting their child from school. A letter must be issued by the school office as a receipt of payment.

The late collection fee of £5 is intended to recover costs incurred by the school and is not punitive. Parents will receive a receipt if requested and may appeal the charge through the school's complaints procedure.

Fines for Loss or Damage of School Property

Charges for lost or damaged school property will reflect the cost of replacement only. No punitive charges will be applied.

The school reserves the right to charge parents or carers a fee for damaged or lost school property i.e. reading books. This will be a nominal value depending on the item. A letter must be issued by the school office as a receipt of payment.

Remissions Policy

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- Income Support (IS)t
- Income-based Jobseekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided the parents are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on, which is paid for four weeks after you stop qualifying for Working Tax credit
- Universal Credit – for those applying after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they get)

Payments

The school uses ParentPay to take online payment from parents and therefore cash is no longer accepted for payments towards school trips or meals. There will be an allowance for exceptional circumstances to ensure payments are received.

This policy complies with Sections 449–462 of the Education Act 1996 and the Department for Education’s guidance on charging for school activities. It is reviewed annually by the Governing Body.