

Charges, Voluntary Contributions, Remissions & Refunds

Date	Review Date	Coordinator	Approved by & Date
Apr 24	Apr25	SLT	FGB 25.03.24

At Foxdell Primary we recognise the value of providing a wide range of experiences to enrich and extend pupil's learning and to contribute to their personal development.

We aim to provide all our children the opportunity to benefit from school activities and visits independent of their parents' financial means. This Charging and Remissions Policy clarifies how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities. However it is recognised that many educationally valuable activities will be dependent on financial contributions in part from parents. Without the financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for the children.

This policy is in line with the Education Reform Act 1988 and the Local Authority guidelines.

Aim

- To outline the school policy for charges, voluntary contributions and remissions.
- To make school activities accessible to all children regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, children and the school
- To ensure compliance with all relevant legislation connected to this policy.

Roles and responsibility of the Headteacher, Staff and Governors:

The Headteacher, Staff and Governors will ensure that the following applies:

Conditions when charges cannot be made

- Education provided during school hours (including the supply of any materials, books or other equipment)
- Education provided outside school hours if it is part of the National Curriculum or part of the school's statutory religious education
- for musical tuition as part of the National Curriculum
- Education provided on any trip that takes place during school hours

Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity. Voluntary contributions may be requested towards the cost of:

Educational visits

For visits/activities occurring during school hours voluntary contributions may be sought to meet the cost. Every effort will be made to keep these costs reasonable. In advance of such trips, information is sent to parents and carers indicating the cost per child and inviting a contribution from them. No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. There is no obligation for parents to make a contribution. However, if insufficient funds are available, it may be necessary to curtail or cancel such visits/activities. These would normally involve travel and entry fees. No visits would involve overnight absence from home for infant school age pupils.

Foxdell Primary School

Visiting groups/ performers

Costs here would normally relate to set fees charged by the visitor(s). The cost will be divided by the number of children involved in the event. In advance of the event, parents and carers are invited to make a contribution towards costs. Remaining costs will be met by the school. No child is excluded due to non-contribution by parents or carers.

Residential visits (Junior school age pupils only)

Parents/ Carers will be charged for the full cost of the visit. Pupils in receipt of the Pupil Premium funding will have the cost of the visit paid.

Classroom Materials

Children have the opportunity to take home models which have been made in art and design and design technology lessons. When the item is completed, information is sent to parents and carers indicating the costs of manufactured items used and inviting them to contribute that amount. No child is refused permission to take home any items they have made due to non-payment by parents or carers.

Should a child's behaviour result in losses, breakages or damages, then parents may be required to meet the cost of repairs or replacements.

Reading books and library books

Children are invited to take home reading books from the class library and the school's library resource. Parents and carers are expected to contribute to the replacement of lost or damaged home reading or library books. The cost of this is £5.

Breakfast Club

The cost of Breakfast club is £1.50 per day. This will cover the cost of breakfast and the activities that the children experience.

Extra-Curricular Clubs

Additional costs related to extra-curricular clubs (outside of the school day) for resources, activities and staffing may be met by charging those children attending. These clubs are provided free of charge for children in receipt of the Pupil Premium Funding.

Milk and School meals

Milk is provided for children whose parents would like their children to participate, and agree to meet the current charges. Money is collected and milk ordered in advance of each half-term. Refunds are not possible due to the half-termly advance ordering arrangement with the provider. Milk is free to all children entitled to Pupil Premium funding.

All children in Reception, Year One and Year Two are entitled to a free school meal (as part of the Universal Free School Meals scheme) which is administered by Luton Borough Council's School Catering service.

Instrument Music Tuition

Teachers from the Local Authority peripatetic music service provide a range of individual/ group music lessons during the school day and parents are required to cover the cost of these lessons and will be invoiced directly by the Music Service. This will be funded for Pupil Premium.

Swimming Lessons (Junior school aged pupils only)

The cost of swimming lessons will be met by the school for all pupils. However, a small charge may be made to cover the cost of transportation to the swimming pool.

Children in receipt of Pupil Premium Funding

The school will provide free:

- Milk
- One paid educational visit per term
- One set of school uniform annually
- One after school club per term

Support for Parents/Carers

The Headteacher, Staff and Governors will support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties if they can prove that they are on state benefits such as:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance,
- Support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit
- The guaranteed element of State Pension Credit

Remissions

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours or;
- partly within and partly outside school hours

This policy takes into account the difficulties which people on low income have in meeting the costs of educational activities for their children. In order for all children to be able to access such activities, the Headteacher and Governing Board has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances including those children in receipt of Pupil Premium Funding.

When arranging a chargeable activity the Governing Board will invite parents to apply in confidence for the remission of charges in part or in full. This is not intended to apply to activities where a voluntary contribution is requested.

Authorisation of remission will be made by the Headteacher.

All staff will ensure that these children are not publicly identified.

Refunds (with the exception of milk money)

Refunds will be given if:

- a child is absent due to illness;
- an educational visit / school event has been cancelled;
- contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child