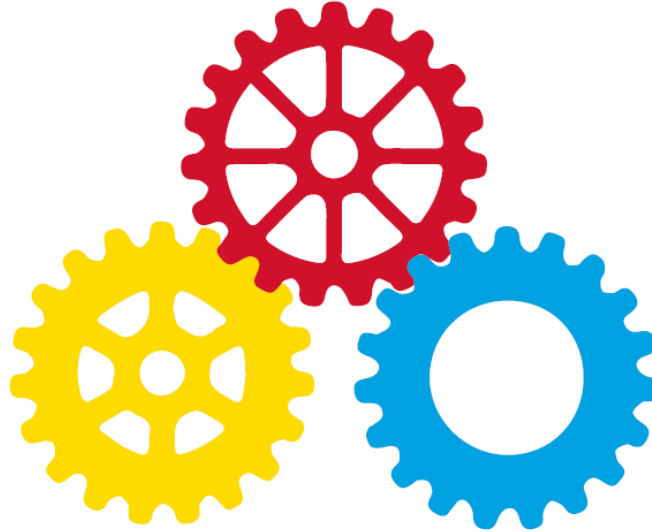


Charging Policy



North Scarle Primary School

‘Choosing to be Successful’

Approved by:	Full Governing Body	Date: October 2023
Last reviewed:	September 2023	
Next review due by:	September 2024	

This document has been created to ensure that the pupils of North Scarle Primary School have an equal opportunity to benefit from school activities and visits by minimising financial barriers which may prevent some pupils taking full advantage of the opportunities.

Rationale

North Scarle Primary School believes that all our pupils should have an equal opportunity to benefit from school activities (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. This Policy sets out what the school will and will not charge for as well as setting out what remissions are available to parents.

Reference

The policy was informed by the DfE Document – Charging for School Activities (Departmental advice for governing bodies, school leaders, school staff and local authorities). Sections 449 – 462 of the Education Act 1996 and related regulations set out the law on the charging for activities in schools maintained by local education authorities in England.

Charges

No pupil should have his/her access to the curriculum limited by charges, However, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed within this policy. When charges are to be made, the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place. Where charges are made, these charges will not exceed the actual cost (per pupil) of the provision.

Nil Charge

No charges will be made for:

- Any admission application for a place at the school (paragraph 1.9 (n) of the “School Admissions Code 2014” rules out requests for financial contributions as any part of the admissions process).
- 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 (or singing) if the tuition is required as part of the school's curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Entry for a public examination on the school's curriculum
- Examination re-sits if the pupil is being prepared for the re-sit 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 school's 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 school's 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 arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school

Voluntary Contributions

The school may ask parents for voluntary contributions to benefit the school or any school activities, but there will be no obligation on parents to make such contributions. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

No child will be excluded from an activity simply because his/her parents are unwilling or unable to pay. If parents are unwilling or unable to make a voluntary contribution, their child will still be given an equal chance to participate.

Where there aren't enough voluntary contributions to make the activity possible, and there's no other way to get funds, then the activity will be cancelled.

Charges may be made for:

Activities outside school hours

Non-residential activities which take place outside school hours (other than those listed within this policy), but only the majority of the time spent on that activity takes place outside school hours.

Residential Activities

Remission may be available (see below). Board and lodging costs of overnight school trips may be charged, however, pupils whose parents are in receipt of certain benefits (see section below) may not be charged for board and lodging costs. The cost of travel will also be charged along with entrance fees to theatres, castles etc. When any trip is arranged, parents will be notified of the policy for allocating places and details of any charges.

Music tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. This is to allow pupils with greater access to vocal and instrumental tuition.

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing during the school day, when requested by parents, as well as music tuition outside of the school day. Charges will only be made if the teaching is not an essential part of the school's curriculum. We will not charge if the pupil is a Looked After Child.

Any materials, books, instruments or equipment where the child's parent wishes him/her to own them may be charged.

Charges that occur within our school and across the school year:

School meals:

Hot dinners are provided by an external supplier and delivered to the school daily. The children are offered three options which includes baked potato with a choice of fillings every day. Meals are ordered and paid for directly with the company Ginga Catering. Cost per hot meal is currently **£2.30.**

School Milk

This is currently provided by Cool Milk. Parent/Carers arrange the optional request for milk direct with Cool Milk. Payment is made direct to themselves so no charge is made by the school.

School Uniform:

Current provider Uniform Direct.

Reading Folders are also provided by Uniforms Direct

Suppliers of all our services are reviewed on a regular basis to ensure value for money for Parent/Carers and none of the above costs have been or will be increased to gain profit for the school.

EYFS

For extra sessions above the 15 hours or 30 hours EYE funding entitlement fees will apply. For private sessions fees also apply at the same rate. All fees are confirmed in writing prior to the sessions being taken and parents/carers are aware of all charges. As from September 2021 non-funded additional hours will be charged at £4.30 per hour. Payment methods are online banking or childcare vouchers and Invoices will be sent out monthly, unless agreed otherwise. Funding declaration forms (early year's entitlement) and parent contracts must be completed prior to the child starting. Funding declaration forms are given to parents before their child starts and must be completed and returned to the school in order for us to make the funding claim. Booked sessions will still be charged if not taken unless 24 hours' notice is given. The EYFS Provision cannot give refunds for any session that has been booked but the child does not attend.

Morning Session: 8.45.00am – 12.00pm

Afternoon Session: 12.30pm – 3.00pm

Before & After School Care

Fees are charged per session in line with bookings made – see webpage for sessions and prices. The school will invoice the parent/carer for their child's sessions as per the payment schedule.

Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Governing Body 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. Set out below are the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated against the charge above.

Parents in receipt of the following qualify for remission against the specified charges:

- Universal Credit in prescribed circumstances.
- Income Support or Income-Related Employment and Support Allowance.
- Income-based Jobseeker's Allowance. Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules.
- Guaranteed State Pension Credit.



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support allowance that was introduced on 27