



Charging & Remissions Policy 2023/24

Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However for certain activities we may charge or ask for voluntary contributions.

Voluntary Contributions

The school may ask parents or carers for voluntary contributions for the benefit of the school towards school activities. For example, contributions towards school fund, fund raising and costs associated with school trips and visits.

School Trips and Visits

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the trip. All contributions are voluntary. However if we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others.

If a parent/carer 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. These children are not treated any differently from any others. Parents/carers have a right to know how each trip is funded. The school provides this information on request.

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

This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

Residential Visits and overnight stays

For residential visits in school time or mainly school time, which provides education directly related to the National Curriculum, we do not make any charge for the education or travel expenses.

Where a school activity involves pupils staying on nights away from home, there will be a charge for board and lodging. Parents or carers who are in receipt of the following support payments may be entitled to claim remission from the payment of the board and lodging charge: -

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an

annual gross income of no more than £16,190)

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

All other costs involved in residential visits are asked for as voluntary contributions. If a child is unable to take part in the residential visit through illness, then a refund would be issued, less any financial commitments that have already been made. E.g. transport costs, accommodation costs and/or admission costs.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

Swimming

The school organises swimming lessons for children in Year 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents/carers for their written permission for their child to take part in swimming lessons.

Extra-Curricular Activities

A range of extra-curricular activities organised by the school staff are provided free of Charge.

The school is sometimes able to offer additional specialised after school. Qualified Coaches/teachers, who are not a member of the school staff to run and organises sessions. We may make a charge for these sessions.

School Meals

The school has adopted the standard Local Authority charging policy for school meals. In addition to this, we are also following the Local Authority Universal Free School Meals initiative introduced September 2014 where all children in Early years Education are eligible to receive a free school meal under the Universal Infant free school meals scheme currently in place.

To be eligible for a free school meal where no charge is made for the provision of a school meal (separate to the UIFSM) parents/carers need to be in receipt of support payments (as listed previously).

We do ask that families who are eligible for free school meals still apply for them as the premium attached to this benefit comes in to school and helps provide children with additional benefits. School meals are currently charged at £2.30.

30 hours Childcare

In addition to the 15 hours free childcare provided to children the term after their 3rd birthday, St Peter's Primary has a limited number of places available under the 30 hours childcare scheme. Subject to availability, an additional 15 hours may be offered, these hours are to be

spread evenly over the school week, up to a maximum of 3 hours per day. If you are not eligible for the 30 hour code, you may be offered these hours subject to availability at a cost of £14.58 per 3hr session.

There will be an additional charge of £2.30 should the child require a school meal.

There will not be a lunchtime supervision charge if your child is absent from school due to illness, is on a school trip that requires supervision over lunchtime or if the parent arranges for the child to be cared for at home over the lunchtime period. There is an option of wrap around Nursery care for 30 minutes after 30 hours nursery has finished (2.50pm-3.20pm) at a charge of £2.00 per day.

Childcare Vouchers

School Trips, Visits, Residential Visits and Overnight stays cannot be paid for using childcare vouchers, other employer schemes or via tax free childcare, as they are not classed as 'approved childcare'.

Goods or services sold by school

Occasionally school will sell goods such as school uniform or book bags. A charge is made to the value of the goods received with the school receiving a small profit. It is not however school policy to specify which supplier people have to use.

Charges for miscellaneous services

There are no charges for services, but we ask for a voluntary donation to school fund e.g. for passport applications.

Lost or deliberately damaged property

If a child has provably and deliberately damaged or defaced school property or another child's property the parent of that child will be voluntarily requested to replace it. If the Policy on Charging parent requests the school to provide a replacement e.g. for a diary planner that they cannot access themselves, the school is happy to assist. However, these cannot be constituted as a charge because there is no way of enforcing this and it is therefore voluntary.

Paying for Information

Where parents or carers request copies of information under the Freedom of Information Act, the Governors can make a charge for providing such copies – equivalent to the costs charged to school per copies by the photocopying contract.

Breakfast and Afterschool Club

Breakfast Club and Afterschool Club is a service available to all St Peter's Catholic Primary pupils, from Nursery through to Year 6. This is a chargeable service to cover costs of staffing and resources. These are led and managed by school staff so the children will be greeted and looked after by a familiar face. A range of activities are always available.

Charges listed below are effective from September 2023:

Linus Club (Before and After School care)

Fees

Early Bird Session £6:00 (7:30am-8:40am) This includes breakfast -toast.

Breakfast session £5.00 (7:45am-8:40am) This includes breakfast – toast.

After School Club sessions £6.00 (3:20pm-5:30pm) This includes - biscuits.

School club activity collection £3.00 (4:30pm – 5:30pm) This includes – biscuits

Milk

There is provision to provide $\frac{1}{3}$ pint (189ml) free milk per day to children under the age of 5 years attending approved day care facilities for 2 or more hours per day. Our milk suppliers currently cease delivery of free milk the week before a child turns 5 years of age. Children aged 5 and over that are registered to receive free school meals are also entitled to receive free school milk. Milk will be available at lunchtimes with school meals.

Remissions Policy

All payments made to school for any school activity should be made via the school app, ParentMail.

Should arrears occur, through non-payment, where the amount becomes significant and verbal requests have been ignored then an official written request will be issued detailing a payment deadline. Should this deadline be missed no further access to the activity will be granted until payment has been made.

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Approved: 17.07.2023

Due to be revised Summer term 2024.