



CHARGING AND REMISSIONS POLICY

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development. e.g. cooking, short walking trips to the park or shops, special visitors, hatching eggs, butterflies, the farm. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

Charging Policy

Any charges made by the school must meet the requirements of the Sections 449-462 of the Education Act 1996 and the Education (Charges for Early Years Provision) Regulations 2012. The governors 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 will not be made for any activities which form part of the foundation stage curriculum requirements. No charge can be made for education and care during a child's 15 hour entitlement or out of school hours as part of the national curriculum or religious education.

Voluntary Contributions

Voluntary Contributions – the Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours.

When the school makes requests for voluntary contributions, parents will not be made to feel pressurised into paying as they are voluntary and not compulsory. The school will not send reminders to make payments and direct debit or standing order mandates will not be sent to parents when requesting contribution, though if appropriate they may be available on request.

At Kingsway Primary School we may ask for contributions which are aimed at meeting and not exceeding costs i.e. the school does not aim to profit from any voluntary contributions. **In the event of insufficient voluntary contributions being made activities will be cancelled.** Allocation of places is not dependent upon parents' ability or willingness to make voluntary contributions, nor will parents who make contributions be asked to contribute toward the cost of children whose parents do not.

The Governing Body reserves the right to make a charge in the following circumstances

- Transport other than to school. or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit;
Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

At the time of issuing this policy the school offers additional nursery sessions. These sessions are over and above the 15 hour free entitlement and therefore carry a cost of £17 per session. In the event of non-payment of these fees or upon leaving school, the school reserves the right, on written notice, to stop additional sessions and instigate proceedings to recoup costs. This will apply if the school offers any other extended hours provision in future.

Loss , damage and breakages - in cases of loss, damage or breakages of school books or activity packs on loan to parents the school make a charge to cover the cost of replacements.

School Meals

School will provide lunch to pupils at the cost per meal indicated by the LA. Parents have the right to opt out of school meals provision by providing suitable meals for their children themselves i.e. through sending packed lunches or taking children home for lunch.

This must be by arrangement in advance with the school office. Parents changing from paid school meals to home packed lunches or home lunch must notify the school office before the first day of change. Failure to do this will render the parent liable for the cost of meals prepared for their child until the change has been reported.

Parents are required to pay for meals for the full school week on the first school day of that week. Written reminders will be sent home to parents should lunch money not be paid by the second day of the school week. Parents may pay for meals further in advance if they so wish e.g. monthly, half termly or per term.

School reserves the right to withhold the provision of meals should arrears not be paid by the last day of the school week. This right will not be unreasonably exercised, e.g. where a child has been absent from school for part of a week due to illness. A written notification will be issued before withdrawal of provision. Provision will be re-instated on payment of arrears and monies due for the first week of re-instatement.

Should a pupil be absent from school following payment for meals for the week, a credit for each day absent will be carried forward into the following week. Where meals have been paid for more than one week in advance, payment will be carried forward for meals missed due to absence.

General

The Governing Body may, from time to time, amend the categories for which a charge may be made.

The Governing Body reserve the right to revise the Charging and Remissions Policy as necessary

Remissions Policy

Where the parents of a child are unable to meet any one of the charges the school may make they can apply in confidence to the head teacher for the remission of charges in part or full. The following will be entitled as of right to remission –

Parents in receipt of;

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 does not exceed the then applicable limits
- The guarantee element of State Pension Credit;
- Certain income related employment and support allowances
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Other special circumstances will be considered at the discretion of the Headteacher in consultation with the finance committee but they may require evidence of any of the above.

Signed: _____ Print: _____

Date: _____