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## Charging and remissions policy

Summer 2018

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### Summary

This policy outlines the charges which the Governing Body have agreed at Fieldhead Carr Primary School.

### Charges and remissions are in place for:

- Educational and residential visits
- Lettings – use of the school building
- Sports / dance coaching
- School meals and milk
- Extended services – school club and twigs (wraparound nursery care)

Author's Role	School Business Manager
Date	Summer 2018
Internal Review Date	Summer 2019
Official Review Date	Summer 2019

## **CHARGING AND REMISSIONS POLICY – Fieldhead Carr Primary School Sept 2018**

The Governing Body has agreed that charges will be made for the following activities and services.

### **1. Educational visits**

Parents and carers will be asked to make voluntary contributions to cover the cost of school visits and visits by theatre groups and workshops. The governors have agreed that if there is a shortfall in voluntary contributions received in order to fund a visit or event, it will be at the discretion of the Headteacher and visit organiser, and funding available, as to whether the visit goes ahead. Subject to funding, the main school budget is able to subsidise part of the travel costs over the year.

If a parent submits a request for a refund of voluntary contributions, due to pupil illness on the day of the event, this may be refunded fully or in part subject to any costs already incurred. School Fund will stand the difference in cost on these occasions.

All education visits to experience different places of worship will be fully funded from the school budget.

### **2. Residential visits**

For a residential activity that takes place largely during school time, charges will be made for activities, board and lodging. The school will also request a voluntary contribution to ensure all transport costs can be met. If there is a shortfall of 5% then the residential may be cancelled. For those pupils whose parents or carers are receiving Income Support, a Jobseeker's Allowance, Support under the Immigration and Asylum Act or Child Tax Credit, a reduction will be made at the discretion of the Governors. School Fund will stand the difference in cost on these occasions.

Pupils entitled to FSM will qualify for a reduction in costs of residential due to FSM entitlement, to be based on £2 per meal that they receive whilst on residential.

### **3. Use of the school building and grounds**

The Governors will use the Children's Services Leeds Lettings Unit to process the paperwork and recommended security checks for all use of the school premises by outside agencies. No lettings will take place without their approval. The school will adopt their recommended charges for private use of the school as follows but it is at the Governors discretion to reduce or increase these charges on individual lettings:

- |               |                  |
|---------------|------------------|
| a. Classrooms | £ 15.00 per hour |
| b. Halls      | £15.00 per hour  |
| c. Fields     | £ 3.00 per hour  |

### **4. Sports coaching and other activities outside of school hours**

Parents and carers will be charged for activities that happen outside school hours when these activities are not a necessary part of the curriculum to cover costs.

### **5. School Meals / Milk for pupils**

School meals cost **£2.40** per day. Payments are expected each Monday in advance for the week ahead. If two weeks pass without payment or explanation the parents will be asked to supply a packed lunch for their child until the debt is managed. Milk is charged at £15 per annum.

### **6. School Meals for visitors**

The Governors have agreed to waive the cost of a school meal for any adult visitors who are working on site over the lunch period and request a meal from the school kitchen.

### **7. Extended Services charges**

Extra Time: open before school from 7.45am and again after school until 6.00pm. The costs are £4.70 before school and £8.75 after school. Full days are available for approximately 8 weeks of the school holidays; this is charged at **£26.00** per day. If additional visits and trips during the school holidays are arranged and costs are incurred then these will be charged direct to parents.

Nursery: school provides wrap around nursery care, giving parents either an additional morning or afternoon session costing £9.00.

Flying Start (2 year olds): From Sept 2017 school will begin nursery provision from the age of 2.

Where children are not entitled to this free, or parents would like to take up more than their 15 hours free entitlement, the costs will be £22.00 per am or pm session 7.45 – 6.00pm.

Shorter 3 hour sessions will be charged at £13.50 running during current nursery times of 8.45-11.45 and 12.15-3.15 each day.

Monthly invoices are raised for both extended services and are paid in advance, places will be withdrawn if account is not paid or parents break 'payment agreement plans'.

The school shares the Ofsted registration number for parents to use when applying for financial assistance with child care costs via tax credits.