

# Strawberry Fields Primary School



## Charging and Remissions Policy

*May 2023*

*Strawberry Fields Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

## **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **Responsibilities**

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

The Governing Body of the School recognise that legislation prohibits charges for the following;

- 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 if the tuition is required as 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit 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 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.
- 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 a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for the following;

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees

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- Insurance costs
- Vocal and musical instrument tuition.
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property

### **Remission**

There may be cases of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made. In such cases the Governing Body invites the parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher, if necessary in consultation with the Chair of Governors. It would normally be expected that evidence of hardship be provided (e.g. parents in receipt of Income support, Family Credit etc). It is at the Head Teacher's discretion whether to authorise the remission of charges.

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following;

- Transport to and from educational visits
- Entry costs or workshop costs in museums
- Workshops/special events in school
- Extras (such as baking)
- Ingredients (for products to be taken home) for cooking

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents;

- that the contribution is genuinely voluntary and a parent is under no obligation to pay
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- that no child will be excluded from the visit due to lack of payment, but we reserve the right to cancel any visit if insufficient funds are received.

The responsibility for determining the level of voluntary contribution is delegated to the headteacher.

Voluntary contributions will be used to;

- cover the costs of such visits

### **School Meals and Breakfast Club**

The Governing Body will determine and publish annually the price to be charged for school meals and the Breakfast Club.

The following process will apply to payments for both school meals and breakfast club:

1. Parents and carers must be in credit, with their ParentPay account, at all times. Payments for school meals and breakfast club will be made in advance.

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2. Should the ParentPay balance fall below £0 per child, and the account be in debit, the parent/carer will receive a reminder via ParentPay.
3. Should a debt increase to £20 per child for school meals and £40 per child for Breakfast Club, a letter will be sent to the home address explaining that if the account is not settled, within a week, the child will have to move to packed lunches, and will lose their breakfast club place.
4. Should the debt remain unpaid, or further increase, it will be referred to Leeds City Council in order that the account may be raised.