



St Edward's C of E Primary School

Exploring faith, life and learning



'I have come that they may have life, and have it to the full.'

John 10:10

CHARGING AND REMISSIONS POLICY

INTRODUCTION

The Governors recognise that education provided by the school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours.

An essential element of the work of the school is the range of additional activities that are offered through post school clubs and trips. The Governors fully recognise the valuable contribution these make to the personal and social development of the pupils.

The Governors aim to promote, enhance and provide for such activities both as part of a broad and balanced curriculum and also as additional optional activities, fully recognising the voluntary contribution made to facilitating these by members of the school staff.

All payments to be made through Eduspot.co.uk (School Money) or paid in school using a Debit/Credit Card.

CHARGING FOR ACTIVITIES OUTSIDE SCHOOL HOURS

The Governors will not exercise their right to charge for activities led by school staff outside school hours, excluding breakfast and after school club, youth club and swimming club. Such activities might include sports practices and fixtures etc. Where outside providers such as Rochdale Football Club hold football training, the **parents may** be asked to meet the charge levied by the outside provider.

CHARGING IN KIND

The Governors may make a charge for any ingredients or materials provided by them for pupils making articles, models etc arising from technology, or any other curriculum area.

INDIVIDUAL MUSIC TUITION

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

The school offers individual or small group music tuition through the “Rochdale Music Service” for which a charge is made. This is collected through the school office.

BREAKFAST CLUB/AFTER SCHOOL CLUB

The school offers a breakfast club to children between the hours of 7.30 and 8.50 am. The cost of this is £4.50 (7.30 am-8.00 am start) or £4.00(after 8 am) per day and includes breakfast. Children pay on a daily or weekly basis.

The After School Club runs from 3.20 pm – 5.45 p.m. The cost for ASC is £5.00 up to 4.30 p.m After 4.30 pm the charge is £7.50. There is a reduction in cost where 2 or more siblings attend. (£4.25 up to half four and then £6.50 if picked up after 4.30 pm)

Places for Breakfast Club and After School Club must be booked for in advance, by email. All places must be paid for, even if the pupil does not attend.

Any parent who has more than two weeks arrears will not be able to book their child in either club.

SWIMMING

The school organises swimming lessons for all children in Year 4. 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 for their written permission for their child to take part in swimming lessons. Currently there is no charge for transport as the children are able to walk to the baths.

Children will be charged for the Friday swimming club. There is a charge of £3.00 per session.

RESIDENTIAL TRIPS

The school undertakes residential trips for which a voluntary contribution is requested from parents/guardians. Looked after children may be paid through the Pupil Premium grant. Parents who have paid for a trip and then their child is unable to attend, due to illness, will be entitled to a refund. This will not be the case where it was a non-refundable deposit.

EDUCATION VISITS / SPECIAL EVENTS

The Governors are anxious to enrich the school curriculum through educational visits out of school and through the provision of theatre/music performances or other such special events in school. They will make funds available to enable such visits to take place, but support will also be dependant on a satisfactory level of voluntary parental contributions being received for educational visits.

The Headteacher, in consultation with the teaching staff, should notify the parents of any proposed visits, and advise them of the appropriate level of voluntary contribution required. The Headteacher should determine the financial viability of a visit following voluntary contributions from the parents, and inform the parents if a visit must be cancelled due to inadequate support.

No individual child will be refused the opportunity to participate because the parent is unable or unwilling to make a contribution towards costs.

Where a child has been unable to attend a trip they have paid for a refund may be requested by the parent. In the case of a deposit being paid to hold the place, the deposit will only be paid back if the place can be filled by another child.

BANK CHARGES

Any charges made to the school or school fund bank account in respect of returned cheques will be passed on to the person who issued the cheque.

BREAKAGES, VANDALISM AND DAMAGE

The Governors may ask parents to pay for damage to school property or equipment where this is a result of a pupil's behaviour.

PAYMENT FOR SCHOOL MEALS

A school meal costs £2.60 per day / £13.00 per week. Meals must be paid on the day or in advance via Eduspot.

Following LA and government advice the governors have decided that where arrears extend beyond two weeks, no further meals will be provided by the school until money owed has been paid. Pupils affected by this should be provided with a packed lunch supplied by carers/parents or be collected at lunch time to be catered for offsite. Governors are aware of the difficulties this may cause, however the school cannot subsidise mounting arrears and debts, which impact upon resources available to all pupils. Legal action to recoup money through the small claims court will be considered.

FREE SCHOOL MEALS

These can only be provided by the school on the basis that parents/carers have applied to the Local Authority and the relevant department has informed the school. Until this authorisation has been received, meals must be paid for as above.

Parents are responsible for applying to the council to backdate any claims. If successful an over payment will be refunded by the school where appropriate.

SCHOOL MILK AND FRUIT

Milk and fruit are provided daily to all children in the Nursery, Reception and Key Stage One classes. These are provided through national schemes and are free of charge.

Children in Key Stage 2 can opt to have milk each day. There is a charge of £10 per half term.

CHARITY/FUND RAISING

School may choose to take part in a fund raising event such as – Children in Need – in this instance parents can choose whether to make a contribution towards the charity. This may include face painting charges, or dressing in pyjamas for example. The money collected from this event will be passed on directly to the charity involved.

There may be occasions when school is raising money for school eg. Summer Fair etc. Parents will be asked to pay for items during these events and this is the parents' choice whether to take part in these events. Money in this instance will

be banked in the Friends of St Edward's Bank Account and used in the best interests of the school (as determined by the Headteacher/Governing Body/PTA)

REMISSIONS POLICY

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited to apply, in confidence, for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

Signed by:

Chair of Governors: Date:

Headteacher: Date:

Agreed at the Governing Body Meeting on: .. Date:

..

Next Review Due – September 2024