

Chancellor Park Primary School

CHARGING AND REMISSION POLICY

The Governing Body of Chancellor Park Primary School has compiled this policy on charging for activities that take place during or outside of the school day.

No charge can be made where education that is part of the National Curriculum is provided wholly or mainly during or outside school hours.

Head teachers and Governing Bodies may however, ask parents/carers for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

The contribution must be voluntary, though, and the pupils of the parents/carers who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. There is no legal reason why a school should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

Instrumental music tuition: Essex Music Services offer private lessons to pupils on our school premises which are not part of the curriculum. For these sessions a charge is made in an agreement between the parents and Essex Music Services. Pupils are not charged for music lessons delivered within the school curriculum.

Charges for finished products: Schools can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents/carers have indicated in advance that they would like their child to bring home the finished product.

Damages: Parents may be asked to pay for / make a contribution to cover the costs of breakages and replacements and defaced or damaged books that are caused as a result of pupil's bad behaviour. We will also charge for lost text books and reading books, this will be at the Head teacher's discretion.

Meals: School meals are currently priced at £2.10 a day, or £10.50 a week. The price covers a main meal, a drink and a dessert. All food served conforms to the governments healthy eating guidelines with an emphasis on nutritionally balanced meals with fresh fruit and vegetables. Children may bring a packed lunch – if they forget their packed lunch the school will provide a school meal at the cost of the daily meal. Some parents

may have an entitlement to the free school meals allowance. From September 2014 KS1 all of our Reception and key-stage 1 pupils are eligible for Universal Free School meals.

School Uniform /Clothing: Although no charge can be made for 'equipment' for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit. School uniform items are available for purchase from a choice of two suppliers – Tesco Embroidery Service or School Wear Plus, located locally to the school).

The school also offers items of second hand uniform in exchange for a small donation to the school fund, subject to availability. Parents can contact the school office for more details about this provision.

Photographs: Parents are wholly responsible for the cost of school photographs, however purchase is not compulsory.

Residential trips: Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. Where the trip takes place wholly or mainly during school hours, pupils whose families are in receipt of the following support benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of ½ of these charges:

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Support under part V1 of the Immigration and Asylum Act 199
- Child Tax Credit, provided the Working Tax Credit is not also received and the family's income [as assessed by Her Majesty's Revenue and Customs] does not exceed £16,190 [Financial Year 2013/14]
- The guarantee element of State Pension Credit
- An income-related employment and support allowance that was introduced on 27 October

Optional extras: This kind of activity can be charged for where the activity takes place outside school hours, but is not part of the National Curriculum. This can include: Pupil's travel costs, Board and lodging, Material, books and other equipment, Non-teaching staff costs, Entrance fees to museums, theatres etc., Insurance costs, the cost of engaging a teacher, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.

Unpaid charges: Those unpaid charges which are legally recoverable will be recouped together with resultant costs as a civil debt.

This policy was written in summer 2016 and will be reviewed every 3 years, unless the need for review arises beforehand.

Appendix 1 – Educational Visit Letter to Parents
(To be added to headed paper and amended accordingly)

(Date)

Dear Parent/Carers

As you are aware our class topic this term is _____. We are very excited to have provisionally booked to go to _____, as part of their topic on _____.

In order to finance the trip, we are asking for a voluntary contribution of £___ per pupil, which will contribute towards the cost of the (Coach, entry etc. etc. _____). There is no obligation to make a contribution, and if you choose not to contribute your child will not be excluded from the trip; however, it will be necessary to have substantial voluntary contributions to enable the trip to take place. We very much hope that you are able to contribute, and will support us with this great experience.

For parents in receipt of benefits (XXX), and are therefore eligible for free school meals, we ask for ½ of the total cost contribution please.

To make your contribution please complete the reply slip below and return it with your donation in an envelope marked with your child's name, class and 'school donation for _____ Trip' to the school office by _____.

Cheques should be made payable to Chancellor Park Primary School.

Your child will need to wear _____ and ensure they bring with them _____

As you are aware, infant children are entitled to a free school lunch. If you would like a school packed lunch for your child, please indicate this (along with their choice of filling), on the reply slip below. Alternatively they may bring a packed lunch from home. Please remember to include sufficient drink (nothing fizzy) for your child, especially if it's a hot day!

Thank you very much for your support.

Yours sincerely

Mr/Mrs/Miss _____
Class Teacher

Please find enclosed my contribution of £ _____ towards the school visit to _____

I wish to request a school packed meal for my child including a ham cheese tuna (please circle) filled baguette.

I will supply a packed lunch for my child

Signed:

Child:

Class:

Appendix 2 –Swimming Lessons Letter to Parents
(To be added to headed paper and amended accordingly)

(Date)

Dear Parent/Carers

SWIMMING ARRANGEMENTS – YEAR 3 SUMMER TERM

We are currently in the process of making arrangements for our year 3 pupils, as per previous years to go swimming next term which forms part of their PE Curriculum.

I am pleased to inform you that I have been able to make some provisional arrangements for swimming lessons for your child, to commence in the summer term at one of our local senior school pools, using the same swimming instructor we have used the past 3 years now who came highly recommended and is also used by both Boswells themselves and also other local primary schools.

The children are grouped according to their ability, and therefore will prioritise working during their lessons to these aims:

- *To develop water confidence and water safety skills*
- *To master basic stroke techniques*
- *To participate in enjoyable social activity*
- *To participate in activities, which can help improve health and fitness*
- *To support the pupils in being able to swim 25m unaided*

In our experience the children find this a very enjoyable experience, participating along with their peers, and likewise a valuable life skill.

Every year we allocate a pot of money towards the cost of swimming, however with the ever increasing associated costs, such as coach hire, pool hire and instructor fees, we would really appreciate it if parents are able to help us with covering the costs of these lessons by making a voluntary contribution of £35 per child (£3.50 per lesson).

There is no obligation to make a contribution, and if you choose not to contribute your child will not be excluded from receiving the lessons; however, if we do not receive sufficient contributions, the balance will have to be covered at the expense of something else in the budget.

For parents in receipt of benefits (XXX), and are therefore eligible for free school meals, we ask for ½ of the total cost contribution please.

To make your contribution please complete the reply slip below and return it with your donation in an envelope marked with your child's name, class and 'school donation for swimming' to the school office by _____.

Cheques should be made payable to Chancellor Park Primary School.

More details about swimwear etc will be sent out nearer the time.

We very much hope that you will be able to contribute for us, and I thank you in advance for your support.

Yours sincerely

Mrs C. Mills
Headteacher

Child's Name:

I give permission for my child to participate in the swimming lessons arranged by the school which form part of their PE curriculum.

I enclose a contribution of £__ towards the cost of these lessons.

Signed:

Date: