

"Enabling every child to achieve their best"



Charging, Remissions & Late Collections Policy

FULLWOOD PRIMARY SCHOOL

CHARGING POLICY

Introduction

This Charging Policy has been approved in accordance with S457 of the Education Act, 1996.

School Trips

The school is committed to ensuring all children have a rich and broad curriculum and specifically allocates some of its funding to enable subsidised costs for school trips, visits and activities.

The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place wholly or mainly (50% or more) during normal teaching time. Non-contribution would not prejudice a pupil's place; however, unless most parents were prepared to make a contribution, the school may have to cancel the activity. Such enriching activities are an important aspect in supporting the curriculum.

Where an activity is residential, the cost of residency will be charged to the parents or legal guardian. Any parents or legal guardians who are experiencing financial difficulty will be encouraged to approach the school where we will offer payment plans to help spread the costs over time.

After school clubs are run by members of staff or outside agencies. We make a small charge for most of these. A few remain free of charge.

Although contributions can only be requested in respect of (one day) school trips and consequently no pressure of any kind can be put on parents who do not pay, schools should monitor where trips make a "loss" (the suggested contributions for pupils should *not* contain an element to cover "non payers").

Materials for Art, Craft and Design, and Design and Technology

Pupils are not charged for materials for these subjects. If a child wishes to take home components, within a model, which could otherwise be reused they will be asked to pay for those items or to remove them from the model.

Music

Where children receive tuition from peripatetic staff, either individually or in a group activity, the parent enters into a contract with the Redbridge Music school.

Redbridge Music Services (RMS) levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons. Payment for lessons is invoiced directly to parents from Redbridge Music Services.

No charge is levied where music tuition is an essential part of the National Curriculum.

Remission of 50% of RMS fees is available when parents of pupils receiving music tuition are in receipt of income support, family credit or jobseekers allowance.

The school charges at full cost for ensemble teaching of instrumental lessons where parents choose to enrol their children for these as they are outside of the school curriculum. When parents of pupils receiving ensemble tuition are in receipt of income support, family credit or jobseekers allowance the school meets 50% of the cost of the lessons.

Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or RE, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity will usually be levied.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Executive Headteacher/Head of School may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement

or repair, or such lower cost as the Executive Headteacher/Head of School may decide.

Swimming

Swimming lessons for Year 6 are currently funded by the school from its delegated budget. This means the school subsidises the cost of swimming equally for all pupils, such that no charge is passed to parents.

Dinner Money

The full cost of dinners is passed onto parents. For children eligible for Free School Meals, no charge is made. From September 2015, we have provided a free school meal for all children in Years Reception/ 1 and 2 in line with DfE ruling on Universal Infant Free School Meals. Since September 2023 Universal Free school meals have been extended to include Year 3 - 6 for this academic year only, unless advised otherwise next year.

The following does not apply to the Academic year 2023-24

When meals are payable, Parents are requested to pay in advance or on the day for dinners. The office staff will issue debt letters from ISS for any debt that accrues as the dinner system allows for only 1 days arrears before the child's name does not appear on the dinner system and therefore a meal cannot be booked. Should this occur a member of the admin team will telephone requesting that credit be applied to the account. However, we would never see a child go hungry and should the parent refuse or be unable to credit the account or provide a packed lunch, the school will supply a sandwich and piece of fruit only, until the debt is cleared. The dinner account is a contract between ISS (school meals contractor) and parents; as such it is the responsibility of parents to ensure there are sufficient funds in their child's account to cover a meal.

Breakfast/After school club

Our breakfast and after school club is provided by Shine Clubs, and is booked and paid to them. If your account with Shine goes into arrears, they retain the right to refuse a child entry until said arrears is cleared.

Remissions Policy

If the parent/carer of a pupil is in receipt of income support, family credit, income based jobseekers allowance (payable under the Jobseekers Act, 1995) or disability working allowance, charges in

respect of, materials (S4), and activities outside school hours (S6) will be remitted in full.

The Executive Headteacher/Head of School, Finance & Personnel Committee, may remit in full or part, charges in respect of a pupil, if they feel it is reasonable in the circumstances.

The Executive Headteacher/Head of School, Finance & Personnel Committee, may decide not to levy charges in respect of a particular activity, if they feel it is reasonable in the circumstances.

Explanatory Notes:

- The charging policy should be reconsidered each year.
- The charging policy should be included within the school prospectus.
- It is a statutory requirement for a charging and remissions policy to exist, which must include a full remission in respect of charges levied for board and lodging for residential trips if the parent/carer of a pupil is in receipt of income support, family credit, income based jobseekers allowance (payable under the Jobseekers Act 1995) or disability working allowance.
- The charging policy is free for the Governing body to delegate to a committee of the Governing Body, an individual Governor or the Executive Headteacher/Head of School.
- The statutory requirements only apply to charges made by a Governing Body or the LEA, they do not apply to charges to pupils or their parents/carers made by other persons (eg. travel firms).

Fullwood Primary School
Charging Policy Statement for
The Charging of Late Collection of Children

Introduction

Under Section 457 of the Education Act 1996 and relevant Regulations the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The governing body has decided that (except in emergency situations) where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then children will be taken to our after school provision and a charge will be made to the child's parent or carer. This charge will be increased after the first fifteen minutes as at this point the child will be provided with refreshments. The charge will then be further increased after the next hour if the child remains uncollected.

The Charging Arrangements

In cases where a child is not collected within 15 minutes of the end of the school day or after school activity a child will be held at the after school provision. After 15 minutes a charge of £6 will be made to the parent/carer which covers the first session of after school club. Thereafter for the next hour, or any part thereof, a further £6 will be charged. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken. Late collections after 6pm will be charged at £1 per minute.

Should the parent fail to collect the child by 6.00pm and the school have not had any contact with parents then the child will be left in the custody of the local Police and Social Services team will be notified that a child has been left at the school.

The purpose of the charge imposed is to meet the additional costs in salary and resources that the after school provision incurs from the late collection.

Persistent Late Collection

If a family is persistently late in collecting a child then the Executive Headteacher/Head of School will consider taking further action that may include a referral to the Education Welfare Service or the Children's Trust Social Services team.

Delegation to the Executive Headteacher/Head of School

The governing body recognises that in an emergency situation the late collection of a child may be unavoidable. Therefore the governing body delegates to the Executive Headteacher/Head of School the discretion not to impose a charge where they are satisfied that the late collection is due to an emergency or unforeseen event.

Any continual late collections will be referred to the Education Welfare Officer.

Reviewed & Ratified : 6th November 2023
Next Review date: Autumn 2024