



Ashleigh Primary School

Charging & Remissions Policy

Staff: October 2021

Approved by Governors: October 2021

Review date: October 2023



British Values

Through its curriculum, extra-curricular activities, teaching and learning this school will promote British values. By doing so, we will ensure that all learners understand the values that have traditionally underpinned British society. The teaching of these values will promote cohesiveness within our school and community. We will prepare pupils for life in England where the population has an increasingly rich diversity of backgrounds, origins, beliefs and cultures by promoting the values on which our society has been built. By teaching pupils these values we will help all to become good citizens of the United Kingdom of Great Britain and Northern Ireland.

Race Equality and Racial Harassment

Implicit in all our policies is a belief in race equality and everything will be done to promote this. We do not tolerate racial harassment. (Refer to School's Race Equality and Racial Harassment Policies).

All education during school hours is essentially free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of individual or group music tuition. The Headteacher in consultation with the Governing Body and P.T.F.A. will endeavour to seek funding to subsidise actual costs of all the activities mentioned.

The Governors shall make no charges for admission to the school.

The Headteacher and staff, on behalf of the Governors, will, from time to time, write to parents to invite **voluntary** financial contributions to pay for:

- Educational visits within school hours.
- Ingredients and/or materials for items to be made at school in lessons and subsequently taken home.
- Visiting speakers/performers/workshop leaders who have been engaged by the school to lead special activities.

The Headteacher and teaching staff on behalf of the Governors will, from time to time, write to parents giving them the opportunity to purchase books and equipment for their child's own use. All such purchases will be voluntary and remain the property of the parent.

The Governors will not treat differently, nor will they exclude from the curricular activity concerned, any pupil whose parents are unwilling or unable to contribute financially.

The Headteacher has the authorisation to cancel activities where the number of contributions is too low to meet the cost of the activity.

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small groups lessons. We make a charge for these lessons. Parents in receipt of state benefits have the opportunity to have music tuition funded by pupil premium. We give parents information about additional music tuition at the start of each academic year.

The Headteacher on behalf of the Governors has the right to request that a parent contributes to the cost of damaged or lost school property as a result of the action(s) of the pupil concerned.



The school aims to offer additional activities after school. To cover the cost of staff and materials we will make a small charge when necessary. Where qualified coaches, who are not members of the school staff, run and organise these sessions, they will determine the charge.

The school organises swimming lessons for some year groups in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge of this activity. We inform parents when these lessons are to take place.

The school provides a breakfast club, which runs from 7.30 am each day. This service is chargeable and may include breakfast.

An independent after school club is provided on our premises. This runs from 3.30 pm until 6.00 pm each day.

Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
 - Income based Job-seekers Allowance
 - Child Tax Credit (where the person is not receiving Working Tax Credit as well)
 - Support under part VI of the Immigration and Asylum Act 1999
 - Guaranteed Element of State Pension Credit
 - Income related employment and support allowance
 - Universal Credit
 - Children of families who receive these payments are also entitled to free school meals.
- Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and Headteacher.

Voluntary contributions

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education. This will include:

- Educational Visits within school hours
- Ingredients and/or materials for items to be made at school in lessons and subsequently taken home
- Visiting speakers/performers/workshop leaders who have been engaged by the school to lead specialist activities.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.



Inability or unwillingness to pay

Ashleigh Primary is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

School Meal Charges

Aims

- To outline the school's procedures regarding school meals
- To work with parents to provide a flexible approach to the lunchtime nutritional needs of our pupils
- To ensure the smooth, efficient and cost effective operation of the school dinner system
- To clarify the roles and responsibilities of school staff, parents and pupils
- To present a workable, fair mechanism for the collection of school dinner money.

Policy

School meals are available to pupils at a cost of £2.20 per day, or at no cost to those in receipt of a free meal entitlement.

Paying for school meals.

The payment for meals is required in advance on a weekly or half-termly basis.

- Payments must be by ParentPay.
- Money due to absence will be credited back to the ParentPay account.

Should a child arrive at school without payment or a packed lunch, the School will telephone home in the first instance to establish if alternative arrangements have been made.

If a child's entitlement to free school dinners has expired, the parent/carer must provide a packed lunch or send payment for school meals in the usual way.

Parents use Parent Pay to pay for all meals and activities.



If payment has not been made

If your child has taken a school meal which has not been paid for you will be sent a reminder detailing how much you owe. Payment must be made immediately via ParentPay. If payment is not received by Friday, a further reminder will be sent detailing the consequences of non-payment and a final date by which payment must be made.

The school cannot tolerate debt amounting to more than one week's payment, as if debts are incurred then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. If a parent repeatedly fails to provide a packed lunch, or sufficient monies to cover the cost of school meals, there may be a referral to Social Services following intervention by Legal Services, as this has a detrimental effect on pupil's welfare.

The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for free school meals has not been received, and some schools are known not to provide a meal in these circumstances. We will therefore act promptly to address such issues at an early stage, in order to prevent arrears of dinner monies from accumulating to a point beyond parents means to settle.

The school will in exceptional circumstances postpone the refusal to provide meals where parents have advised the school of their financial situation and school is satisfied that the funding will be forthcoming.

The school will work closely with parents in working out a form of payment plan to help resolve the situation if requested by the parent. However, where no attempt is made to clear the debt it will follow the procedure of the school's Debt Management Policy.

Information regarding free school meals is available from the School Office.

Approved by *Governors*: October 2021

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