

# BUSHBURY HILL PRIMARY SCHOOL



## CHARGING, REMISSIONS AND ARREARS POLICY



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## **Bushbury Hill Primary School Charging, Remissions and Arrears Policy**

### **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However, for certain activities or optional extras, we may charge or ask for voluntary contributions. Any charges made will not exceed the actual cost of providing the activity.

In accordance with Sections 449-462 of the Education Act 1996, the Governors have drawn up the following charging, remissions policy and arrears. This policy shall be made available on the school website and paper copies to parents or carers on request.

### **Definitions**

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Arrears: money that is owed and should have been paid earlier (for example dinner money)

### **Roles and responsibilities**

#### **The governing board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

#### **Headteachers**

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### **Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- The school will provide staff with appropriate training in relation to this policy and its implementation.

#### **Parents**

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

#### **Voluntary Contributions**

The school can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, e.g. school trips will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made, the activity / trip will be cancelled.

There is no obligation to parents to make any contribution. A child will not be excluded from activity due to his or her parents/guardians/carers being unable to pay. But, if insufficient contributions have been made, the trip cannot go ahead.

## **School Trips and Visits**

The school believes wholeheartedly in the value of school visit experiences and subsidises the cost of all visits as much as possible in an attempt to ensure that these opportunities are accessible and affordable to all. We ask that this is regarded as an important investment in every child's education.

School will be requesting parents/carers contribute towards the cost of each enrichment activity. This will be 50% for pupil premium pupils and 75% for non-pupil premium pupils. This contribution is voluntary, neither the parent nor their child will be treated differently if they are unable to contribute. However, please note that without sufficient voluntary contributions, visits may have to be cancelled, as the school is not in a position to provide further financial support.

Should parents / carers have difficulty paying, please arrange a meeting with the Headteacher, Mrs Underwood, who will discuss individual circumstances.

## **Residential Visits and Overnight stays**

Where a school activity involves pupils staying on nights away from home, there will be a charge for board and lodging. In the academic year 2024/25, the school has made the difficult decision to raise the cost of the trips after keeping the price the same for the last 5 years. Therefore, the school will be requesting a voluntary contribution of £70 per pupil towards the cost of the Year 6 residential and £35 per pupil towards the cost of the Year 2 residential.

## **Optional Extras**

Out of hour activities and clubs are classed as Optional Extras.

The Governing Board reserves the right to make a charge in the following circumstances for activities organised by the school.

## **Activities Outside of School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

## **Breakfast Club**

Breakfast club runs from 8:00am to 8:35am. This is free to all pupils. It has a staggered opening from 8am to 8:20am. (See Breakfast Club Policy for further details.)

## **Instrumental Music Lessons**

No charge is made for instrumental music tuition at the present time.

## **Swimming**

The school organises swimming lessons for 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 to provide the specific kit for their child to take part in swimming lessons.

## **Charging for School Equipment**

No charge will be made for materials, books or equipment needed for lessons. The exceptions to this being: where wilful damage to the equipment / book by the child has taken place. A contribution towards the cost of replacement shall be requested.

## School Meals

Under the Education Act 2011 schools are permitted to charge up to the maximum cost of a school meal. Miquill Catering will continue to provide our meals from September 2024. The cost of meals has risen to £2.53, the Governors have agreed to charge parents/carers £2.50 per pupil meal from April 2025 and staff meals are priced individually according to the menu. This is payable on School Gateway.

Children in Reception, Year 1 and Year 2 are eligible to receive a free meal under the Universal Infant Free School Meal Scheme currently in place.

Parents of pupils in receipt of Universal Infant Free School Meals who may meet the criteria for Free School Meals are still encouraged to apply as school could receive pupil premium that will be spent for the benefit of your child/ren.

To be eligible for a free school meal where no charge is made for the provision of a school meal (separate to the UIFSM) parents/carers need to be in receipt of support payments.

Children may be eligible for free school meals in England if their family receives certain support payments, including:

- **Universal Credit:** The family's net earned income must be less than £616.67 per month
- **Income Support:** The child's family receives Income Support
- **Income-based Jobseeker's Allowance:** The child's family receives Income-based Jobseeker's Allowance
- **Income-related Employment and Support Allowance:** The child's family receives Income-related Employment and Support Allowance
- **Support under Part VI of the Immigration and Asylum Act 1999:** The child's family receives Home Office asylum support
- **The guaranteed element of State Pension Credit:** The child's family receives the guaranteed element of State Pension Credit
- **Child Tax Credit:** The child's family has an annual gross income of no more than £16,190 and the parent is not entitled to Working Tax Credit
- **Working Tax Credit Run-on:** The child's family receives Working Tax Credit Run-on, which is paid for four weeks after they stop qualifying for Working Tax Credit

## School Meal Arrears

- If you pay for school dinners, these need to be paid in advance.
- If a pupil's account goes into arrears, the office will call to make parents / carers aware and ask for the account to be credited and suggest a payment plan.
- If arrears are still outstanding, a further phone-call and letter will be sent with details of how to pay.
- The maximum amount that school will allow arrears to reach is £20. After this point, the parents / carers will need to provide a packed lunch for their child and a date will be agreed for arrears to be paid.
- If arrears remain outstanding for over 30 days after the date specified it will be referred to the Civic Centre to commence formal debt proceedings. A final letter shall be sent explaining that the debt has been referred to the Civic Centre.

### **Lettings**

All persons or groups wishing to hire school premises should complete a letting application form and read the terms and conditions of hire. Charges for lettings are set by the Governing Board, however the Local Authority do suggest minimum amounts.

### **Receipts**

Payments are made electronically using **School Gateway**. They provide receipts for payments and is an online tool for tracking payments over time.

### **Monitoring & Review**

The procedures in this policy will be monitored in the light of any new information and guidance which becomes available on an annual basis.