

# BUCKNALL PRIMARY SCHOOL

## CHARGING & REMISSIONS POLICY

No child shall be prevented from taking part in any activity because of his/her inability to give a voluntary contribution.

This will include all practical activities requiring raw materials and any visits made as part of their normal school curriculum.

This policy is broadly in line with that of Lincolnshire County Council.

The following activities are those which will directly affect Bucknall Primary School:

- a. Residential Educational Visits - for Key stage 2 children only.
- b. Group or class day visits - usually in connection with projects.
- c. Visiting performers or specialists - e.g. theatre groups, musicians etc.
- d. After school sports coaching by outside bodies.
- e. Materials for practical subjects.
- f. Breakages or damage.
- g. Individual music tuition - extra curricular.
- h. Hot School Meals
- i. Kids Clubs

### **Definition of Activities**

Any activities taking place during any part of the normal school day, excluding the lunch break, are deemed to be part of the curriculum of the school. Such activities are available to all children.

Activities organised out of the normal school hours are optional extras. It is then left to parental choice whether their children are included in such activities.

### **Policy Statements**

The policy of the Governors for each of the categories mentioned above is as follows:

- a. Residential Educational Visits  
This activity is offered to Key Stage 2 children in school time or mainly in school time, and which enriches the curriculum and educational experience of the children. A charge is made to cover the costs of board and lodging, travel expenses and entrance fees, if appropriate. Every effort will be made to encourage all children to take part. Families of children who cannot make a full payment may be supported at the Headteacher's discretion. A local charity may be able to provide some financial support if approached by the parent/carer.

- b. Class or Group Visits  
These will be organised during school hours. Any visit will have been carefully planned and will be considered essential for every child within the group. Parents will be informed during the initial planning stage that any contribution will be **voluntary**, but that there must be sufficient support for the activity to take place. A commitment to give this voluntary contribution must be given before any activity can progress to the firm planning stage. No child will be omitted from any such activity if no contribution is received. These visits are part of the school curriculum.
- c. Visiting performers/specialists  
Careful choice will be made as to the suitability of such visitors. These activities will usually be funded jointly between the PFA and voluntary contributions. Once again parents will be informed well in advance of the activity of the necessary commitment; and no child will be excluded because of a lack of parental contribution. These activities are part of the school curriculum.
- d. After school coaching  
Any activity organised by outside bodies, out of school hours will be an optional extra. Any such activity will have been planned with the school and a charge will be made. This will be made clear to the parents in advance.
- e. Materials/Ingredients for practical subjects  
Any materials required for practical subjects will be provided by the school. Any parent wishing to make a voluntary contribution either in kind or money will be welcome to do so. This is part of the school curriculum.
- f. Breakages  
The cost of replacing or repairing broken windows or equipment; lost or damaged books, may be charged to the parent/carer of the child responsible if the damage was deliberate and a direct result of the child's behaviour. Any charge will be raised in accordance with County procedures.
- g. Individual tuition  
If this is available it may be provided as an optional extra, either during or out of school hours, and a charge may be made. Parental permission must be obtained before any such tuition is given. Pupils may benefit from individual or group music tuition within school hours, which although during school time is an optional extra and therefore will be payable by parents/carers directly to the tutor.
- h. Hot School Meals  
  
Children in EYFS and KS1 are all eligible for a free school meal through the Universal Infant Free School Meal Scheme.  
  
Hot School Meals shall be charged at no more than 5p per meal more than the total cost to the school which includes the cost levied by the supplier and transport costs incurred by the school (covering transport from the provider to the school's location). The supplier (Queen Elizabeth's Grammar School,

Horncastle) currently charges £2.00 per meal plus school transport costs of approx. 87p per meal (transport currently charged at £20.00 per day flat fee); however pupils will be charged £2.50 per meal, despite higher cost to the school. Meals must be ordered and paid for in advance through the school office. Outstanding payments will be collected in accordance with County Procedures.

i. Kids Club

Breakfast School Club is to be charged at the rate of £0.50 per child per session or part thereof for children having Breakfast, but free to those who do not take a breakfast.. After School Club is to be charged at the rate of £1.00 per child per session or part thereof (Monday afternoons) and £2.00 per child per session or part thereof (Tuesday to Friday afternoons). These charges are to be reviewed annually. Outstanding payments will be collected in accordance with County Procedures.

**REMISSION OF CHARGE**

Section 457 of the Education Act 1996 states that where a parent/carers in receipt of prescribed benefits or allowances, then their child is entitled to free board and lodging on a residential trip. The prescribed benefits are:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax credit, provided the parent/carers is not entitled to Working Tax Credit\* and their annual income does not exceed £16,190
- Guarantee Element of the State Pension Credit

*\*unless in the Working Tax Credit ‘run-on’ – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.*

Any charges made by the LA as part of its charging policy will be remitted to such parents (see Section B09 of the Lincolnshire County Council School Administration Handbook for the LA’s charging and Remissions Policy).

**SUMMARY**

Activities which are optional extras - a charge will be made. Activities which are part of the school curriculum - voluntary contributions invited, sufficient support required for activity to take place, school will determine the level of support required.

**COROLLARY**

Other activities will, from time to time, be arranged which have not been included in the policy. Each activity will be deemed to be either an optional extra or to be part of the curriculum before parents are notified. The policy summary will apply.

Date of Adoption	16 November 2017
Date of Review	Autumn 2018