

## **Edward the Elder Primary School** **Charging and Remissions 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 we may charge or ask for voluntary contributions.

In accord with Sections 449-462 of the Education Act 1996, the Governors have drawn up the following charging and remissions policy. This was approved by the Finance Committee of Edward the Elder Primary School on 4<sup>th</sup> July 2013 and will be reviewed annually.

This policy shall be made available to parents or carers on request.

### **Voluntary Contributions**

The school may ask parents or carers for voluntary contributions for the benefit of the school or towards activities. For example, contributions towards school fund, fund raising and costs associated with school trips and visits.

### **School Trips and Visits**

When organising school visits which enrich the curriculum and educational experience of the children, the school will write to parents asking them to contribute towards the cost. If a visit cannot take place without some help from parents or carers, this will be explained at the planning stage. No pupil will be left out because a voluntary contribution has not been received. However if there are insufficient contributions, the school may be left with no choice but to cancel the visit.

Parents or carers who have contributed would then receive a refund.

If a child is unable to take part in any visit or activity through illness, then a refund would be issued, less any costs that have already been committed.

Governors have agreed to subsidise trips at their discretion.

### **Residential Visits and Overnight stays**

Where a school activity involves pupils staying in nights away from home, there will be a charge for board and lodging. Parents or carers who are in receipt of the following support payments are entitled to claim remission from the payment of the board and lodging charge:-

- Income Support
- Income based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the specified minimum (£15,575 in financial year 2008/09)
- The guaranteed element of state pension credit; and
- An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008.

All other costs involved in residential visits are asked for as voluntary contributions.

### **Optional Extras**

Out of hour's activities and clubs are classed as Optional Extra's.

#### Cooking club

Cooking club is an after school activity, this is charged at £1 per pupil, per session.

#### Breakfast Club

Breakfast club runs from 8am to 8.45am. The charges are set out in the separate Breakfast and After School club charging policy.

#### After School Clubs

After School Club runs from 3.15pm to 5.45pm. The charges are set out in the separate Breakfast and After School club charging policy.

### **Instrumental Music Lessons**

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

### **Swimming**

The school organises swimming lessons for Year 3. These take place in school time and are part of the National Curriculum. We make no charge for this activity.

### **Charging for School Equipment**

No charge will be made for materials, books or equipment needed for lessons. The only exception to this is, where wilful damage to the equipment by the child has taken place, a contribution towards the cost of replacement shall be requested.

### **School Meals**

The school has adopted the standard Local Authority charging policy. For the period September 2012 – August 2014 the school has agreed to offer a discounted rate of £1 per cooked meal. This is following the Wolverhampton pilot of reduced cost meals.

#### **Milk**

There is provision to provide 1/3 pint (189ml) free milk per day to children under the age of 5 years attending approved day care facilities for 2 or more hours per day, until the term after their 5<sup>th</sup> birthday.

Children aged 5 and over that are registered to receive free school meals are also entitled to receive free school milk.

For pupils aged 5 and over, not in receipt of free school meals, there is a current charge of £10 per term, payable at the beginning of each term.

These charges are set by the Local Authority.

#### **Uniform**

The school hold a stock of uniform items, which can be purchased from the school office. A price list is available from the school office and no profit is generated from the sale of uniform items.

### **Paying for Information**

Where parents request copies of information under the Freedom of Information Act, the Governors can make a charge at their discretion for providing copies of information.

## **Charges to other Schools and Community groups**

### **Lettings**

The school makes use of the standard Local Authority charging policy and service level agreement for Lettings.