



# **BANTOCK PRIMARY SCHOOL**

## **Policy Document For Charging and Remissions**

Headteacher	H Sarai
Chair of Governors	
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## **Charging and Remissions Policy for Parents and Carers**

### **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 policy is to be reviewed and approved on an annual basis by the Finance and General Purposes Committee.

This policy shall be made available on the school website and paper copies 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, sporting activities, which require travel expenses, outdoor adventure activities, musical activities 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 of the visit. 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. The school will subsidise the charge of the visit by around 20%, asking parents to contribute around 80% of the total cost. Parents of children in receipt of Free School Meals (FSM) will have their contribution further subsidised for residential visits.

If insufficient funds are received to cover the 20% contribution cost from parents, then the visit may be cancelled. This decision will be taken by the Headteacher who will ascertain whether it is lack of interest or if the cost is a contributing factor. In which case, the Headteacher may decide to ask for a smaller contribution from parents of pupils entitled to FSM. If the visit has to be cancelled all parents or carers who have contributed would then receive a full refund.

If a parent/carer is unable to contribute the full amount stated on the letter sent out to parents informing of the visit, the Headteacher will meet with the parent/carer and assess each case individually as to the level of contribution to be made. The Headteacher will take all necessary facts into consideration. The Headteacher will do this on an individual case basis and the parent will be responsible for approaching the Headteacher. The parent/carer will also be offered the opportunity to make payment in instalments before the visit takes place, if agreed with the Headteacher.

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

Where a school activity involves pupils staying nights away from home, there will be a charge for board and lodging. Parents or carers who are in receipt of pupil premium funding are able to claim remission from the payment of the board and lodging charge.

### **Mini Bus**

The school mini bus can be hired out by a local authority school at a cost of £25.00 per day or part day. In addition, mileage will be calculated at 52.20 pence per mile.

### **Optional Extras**

There are currently no charges associated with out of hour's activities, for example Cricket, Netball, Athletics, Football, Hockey and Dance Club.

### **Instrumental Music Lessons**

All children study music as part of the normal school curriculum and class tuition from specialist music teachers from Wolverhampton Music School. We do not charge for these.

### **Swimming**

The school organises swimming lessons for pupils. 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.

### **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.

### **Water Bottles**

Water bottles are available to all children at the school for a reduced fee of £1.00 per bottle.

### **Fruit**

Fruit is provided free of charge to all Early Years and KS1 pupils. The school purchases fruit for KS2 pupils as part of the Healthy Eating initiative at no cost to the parent/ carer.

### **School Uniform**

It is our school policy that all children wear uniform when attending school and when participating in a school-organised event either inside, or outside of normal school hours. Charges are made for the purchase of school uniform and PE Kits.

### **School Meals**

Under the Education Act 2011, schools are permitted to charge up to the maximum cost of a school meal. With effect from 01/09/2017 Bantock Primary School is being charged £2.30 for each Universal Infant Free School Meal (UIFSM) and £2.30 for each junior paid meals that they provide. Meals are provided to parents/carers at the cost price of £2.30 per junior paid meal. From 01/09/2017, due to the current economic climate, school is no longer able to continue to subsidise the discounted/flexible meal rate it has previously offered. Therefore all parents/carers paying for junior paid meals will be charged £2.30 per meal. Children in Early Years Education or of Infant School age at present receive a free meal under the Universal Infant Free School Meal initiative that has been in place since September 2014.

We do ask that families who are eligible for free school meals still apply for them as the premium attached to this benefit comes in to school and helps provide children with additional benefits such as free milk, extra help in lessons, reduced costs for some school trips, sports coaching, pastoral/welfare support etc. The previously mentioned criteria will be used to assess entitlement.

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 meet the following criteria:

- 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 also entitled to Working Tax Credit and the family annual income does not exceed the specified minimum (£16,190 in financial year 2019/20)
- The guaranteed element of state pension credit; and
- An income related employment and support allowance.
- Universal Credit – if applied for on or after 1 April 2018, household income must be less than £7,400 a year (after tax and not including and benefits)
- Working Tax Credit run-on – paid for 4 weeks after the parent stopped qualifying for Working Tax Credit.

### **Milk**

There is provision to provide ½ 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 £11.00 per term, payable at the beginning of each term.

**Paying for Information**

Where parents request copies of information under the Freedom of Information Act the Governors can make a charge for providing copies of information. This is detailed in the Publication Scheme.

**Letters**

Parent/Carers often ask for a letter from school to provide evidence to various organisations, such as immigration, child benefit, etc. that their child attends Bantock Primary School. With effect from 1<sup>st</sup> April 2015, anyone requesting a letter will be asked to make a contribution of £5.00 to school fund.

**Late Collection at the end of the school day/ after school club**

Parents and Carers who are late collecting their child/ren at the end of the school day or after school club without an exceptional reason. The Headteacher will make the decision as to whether the parents/carers reason for being late is exceptional. The charge will start at £5.00 for the first 15 minutes. Even if the child is collected within the first 15 minutes a charge will be made if there is no exceptional circumstance for being late.

This table indicates how the charges will progress.

Parents will be given a letter, shown in appendix 1, notifying them of the charge they will have to pay within 2 school days.

Time Late	Charge
3.30 – 3.45pm	£5.00
3.46 – 4.00pm	£10.00
4.01 – 4.15pm	£15.00
4.16 – 4.30pm	£20.00
4.31pm onwards	£25.00 per hour

**Charging other Schools and Organisations**

On occasions, other schools and organisations request support, assistance or training from Bantock Primary School staff. These sessions may take place both within or outside of school hours. When these instances occur, it may be necessary for school to arrange cover for the member of staff concerned which has a financial impact. In order to recoup these additional costs, Bantock Primary School will charge the client organisation staff time and any other additional expenses it may have incurred.

**Staff Charging Rates**

Rates recharged to other schools and organisations will be dependent upon the staff members involved in the support. From September 2018, the following rates will apply:

Staff Member	Cost per hour
Headteacher	£71.55
Deputy Headteacher	£54.41
Member of Senior Leadership Team	£42.47
Teacher	£28.48
Higher Level Teaching Assistant	£17.75
Teaching Assistant (Level 3)	£14.61
Teaching Assistant (Level 2)	£12.69
Parent Ambassador (Romanian)	£12.34
Parent Ambassador (Czech, Slovak, Polish, Hungarian)	£20.00
Cover for released staff	£28.48

**Administration charge**

In order to cover the administration time in calculating and generating invoices, the school will make an administration charge of £5.00 per invoice.

### **Mini Bus**

The school mini bus can be hired out by a local authority school at a cost of £25.00 per day or part day. In addition, mileage will be calculated at 52.20 pence per mile. **All drivers must have undertaken the local authority's driver assessment in order to qualify for the Council's insurance.**

### **Multi Use Games Area (Top Playground)**

The school's top playground can be hired out by a local authority school, department or partner organisation at a cost of £10.00 per hour during the school holidays or after school. Should the hire take place outside or normal school hours it may be necessary also charge an additional £19.38 per hour for caretaking.

### **Charging for School Equipment and Resources**

Charges for materials, books or equipment needed for training sessions may be necessary. These will be calculated based on the number of consumables used and equipment supplied. This rate will be agreed with the partner organisation prior to delivery.

### **School Procedures for Non-Payment of School Meals**

The school has a procedure in place for school meals that have been provided, but not paid for. Reports are monitored from the SIMS system.

1. Where meals are not paid for initially parents are reminded verbally that they owe money for their child's lunch.
2. If after two weeks, meals have not been paid for a text message will be sent out to parents informing them of how much is outstanding and the need to pay. Parents are informed that if they are unable to pay they should contact the school office.
3. If the income due is not received a letter will be generated from the SIMS system and sent out to parents. They are informed of what is outstanding and if required the school can provide information on the dates meals were provided, but not paid for. Letters are re-issued as reminders every two weeks if money is still not received.

Where parents have not paid for their children's lunches for a period of time, the school will investigate the reason for this and enquire whether the family is eligible to apply for free school meals (FSM). If this is the case, the application for FSM will not be backdated and the school will still need to pursue the outstanding debt.

4. Parents will be asked to provide a packed lunch for their child until the outstanding balance is cleared. Parents will be offered the option of a payment plan if they are unable to clear the debt in one full payment. A payment card will be issued and signed by the office staff as a payment is received.
5. If the parent continues not to pay the school must decide whether to write off the debt and stand the cost or write to the parent informing them that the debt needs to be paid and include a warning that if the issue is not resolved, the matter will be passed on to the Local Authority.
6. Where the debt is in excess of £75.00, the SBM or SFM will liaise with Banking & Finance Support at the LA and the debt will be passed to the LA for recovery.



**Succeed Happy Inspire Nurture Educate**

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**LATE COLLECTION CHARGE**

DATE \_\_\_\_\_

Dear Parents

It has been recorded that you failed to collect your child/children at 3.30pm on the above date.

Child/Children's Name(s)	Time Collected	Reason Given	Charge Incurred

Here is a table indicating how the charges progress:

Time Late	Charge
3.30 – 3.45pm	£5.00
3.46 – 4.00pm	£10.00
4.01 – 4.15pm	£15.00
4.16 – 4.30pm	£20.00
After 4.31pm	£25.00 per hour

In accordance with school policy you have been issued with the above late collection charge.

This balance must be paid within 2 school days of the date on this letter.

We appreciate that we all have busy lives. However, you must understand that your child/ren being collected late has an impact on the staff as they are not directed to look after children after 3.30pm and also need to attend training and meetings regularly.

I trust this is an isolated incident and will not happen again.

Yours sincerely

Mrs Sarai  
 Headteacher

