



Charging and Remission Policy

Introduction

This Charging and Remissions Policy complies with statutory requirements and has regard to the Authority's statement on charging.

Educational experiences should be accessible to all our children. We do not charge for any activity undertaken as part of the delivery of the National Curriculum in school.

Aims and Objectives

The aim of this policy is to:

- Set out what the school does not charge for, what we will make a charge for or request a voluntary contribution towards from parents/carers.
- Clarify how charges are determined, so that parents and guardian understand why payment is sometimes requested for certain activities

The school will not charge for:

- Education that takes place during officially recognised school hours which relates to the implementation of the national curriculum
- Activities relating specifically to the school curriculum
- School equipment and materials
- Musical tuition if it forms part of the curriculum
- Activities or trips taking place wholly or mainly during school hours (but see section below on voluntary contributions).

The school will charge for:

- Lost or damaged school property e.g. text or exercise books, equipment,
- Wilful damage to school property, equipment or furniture,
- Ingredients/materials for practical projects (parents/carers may be asked to provide materials for practical projects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay these costs.)
- Optional extra activities which take place wholly or mainly outside school hours and which are based on parental choice. Charges will be made for all or part of a pupil's travel costs, board and lodgings, materials and equipment, entrance fees, activity charges including those for extra-curricular activities/school clubs,
- Board and lodgings on residential trips,
- The provision of music tuition given to pupils except where it is given to fulfil statutory duties relating to the curriculum.

Remission of Charges

The school encourages parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full if circumstances dictate towards the cost of school events and educational visits where there is a charge to parents/carers.

Voluntary Contributions

Park View School provides a range of activities which enrich the curriculum and educational experience of the children of which the school invites parents to contribute to the cost. All contributions are voluntary; however, if an activity/trip etc. cannot be funded without certain voluntary contributions and these are not forthcoming, the activity/trip might not take place

Voluntary contributions:

- May be requested for any activity taking place during or outside school hours including residential trips. There is no restriction placed on the use which can be made of such contributions.
- There will be no obligation for a parent/ carer to contribute.
- Children will not be treated differently according to whether or not their parents have contributed.

Parents have a right to know how each trip, visit or events are funded. The school provides this information on request.

Nursery Fees

Parents who are eligible for the 30 hour childcare provision for 3-4 year olds will be required to pay an additional child care charge of £2.50 for the lunchtime period. They may wish to send their child with a packed lunch or order a school meal at the rate set by the authority.

Full time Nursery places

Full time Nursery places are available for those children who are not entitled to the 30 hour scheme. This is subject to availability. The charge is £75.00 a week which is paid in advance each Monday. The charge will remain if the child is absent for any reason other than school holidays and closure.

Cancellation

Four weeks' notice must be given in writing in order to cancel a full time Nursery place.

Residential Visits

The school organises a residential visit which is to provide education directly related to outdoor and adventurous activities. We make a charge to cover the cost of travel expenses, board and lodging.

Extra Curricular Clubs

A wide range of clubs is offered after school, the vast majority of which are free. When a specialist teacher or qualified coach runs and organises these sessions a small charge will be made. The school also organises swimming lessons for children in KS2, these take place in school time and are part of the National Curriculum. We make no charge for this activity.

School Meals

School meal charges are set by the Local Authority and payable in advance each Monday morning directly to the school or by using the Bury Council on-line payment system.

Parents may pay by cash in a labelled envelope or by cheque payable to Park View Primary School. An on-line payment system can be accessed at www.bury.gov.uk.

If children are absent their dinner money is credited for the following week.

Notification of a change of meal arrangement from packed lunch to school meal, or vice versa must be received one week in advance.

If a child forgets their packed lunch and is given a school meal, parents must pay for the meal on the same day or the following morning at the latest (except for children of Free School Meals).

Linked Policy: Dinner Money Debt Policy, Nursery Admissions Policy.

CONCLUSION

Charges are used only to cover the expenses of a trip, visit or activity, and not to make profit.

Date: October 2019

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