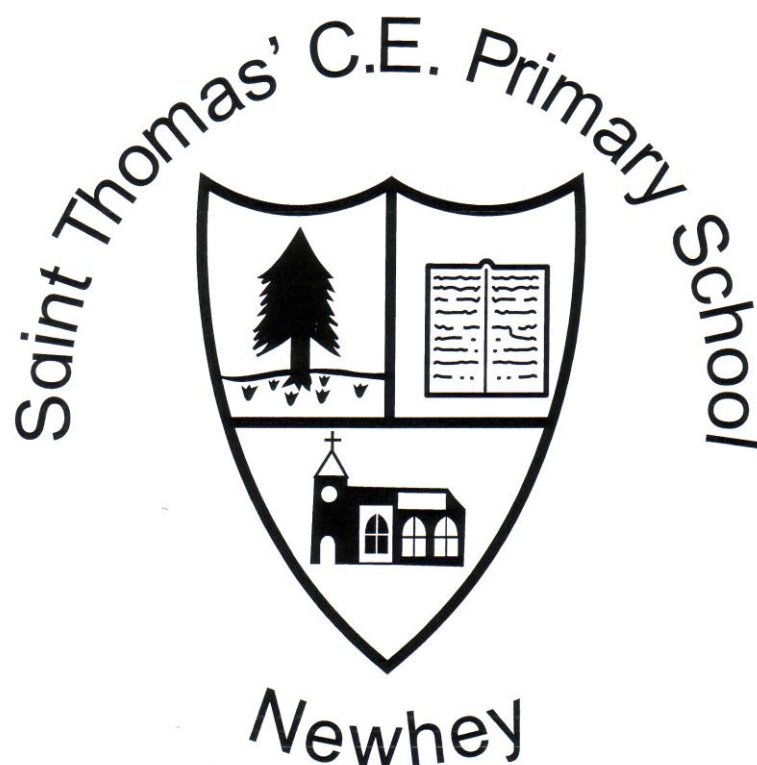


Charging and Remissions Policy



Revised: October 2022

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 with the exception of individual or group music tuition.

Tommy's breakfast and Afterschool Club

The breakfast club runs from 7.30am until 8.45am, the start of the school day. The after school club runs from 3.10pm until 6.00pm. The Governors of the school have agreed that the Breakfast and Afterschool club should be self financing. The charges made are to cover the cost of staffing, resources, food, drink, heating and lighting etc. The charges are currently £4.00 for a breakfast session and £8.00 for an afterschool session (from January 2022). These charges are reviewed by the management committee.

Educational Visits

When organising school visits and trips which enrich the curriculum and educational experience of the children, the school invites parents to contribute towards the cost of the trip. The cost of some trips may be met partially or entirely by school funds. All letters inviting parents to make a voluntary contribution will have a breakdown of costs and subsidies made from school funds.

All contributions are voluntary. The level of contribution invited does not cover any potential shortfall. If we do not receive sufficient voluntary contributions we may have to cancel a trip. If a trip goes ahead, it may include children that have not paid any contribution. We do not treat these children different from others.

Individual Music Tuition

The school uses the services of Rochdale Music Service for the provision of instrumental music tuition, which is provided in small group or individual sessions and they take place during the school day. Parental agreement is obtained prior to the lessons starting. The standard charges as advised by the Music Service are revised annually in April (Currently £3.17 per group lesson and £9.50 per individual lesson. Invoices are sent out to parents half termly via Wisepay. The school pays the music service directly for the lessons.

Further charges may be made for small items such as rosin, strings, plectrums etc. and tuition books, sheet music and examination fees and accompaniment. Such examinations are optional extras and parental agreement will be sought beforehand. Instruments can be loaned through the music service or children can use their own instrument. Parents are encouraged to insure Music Service Instruments through their own Home and Contents Policies.

It is important to note that all tuition received is additional to the requirements of the National Curriculum. Music tuition which is part of the National

Curriculum is provided through normal teaching activities during the school day.

Parents who fall into arrears are sent reminders, but if areas amount to more than a half term's fees, then lessons may be discontinued by the Headteacher in consultation with the Chair of Governors.

Workshops etc. within school

Visits to school from specialist providers take place to enrich the creative curriculum in music, art, dance, science etc. The cost of these workshops is generally met from the school budget or from school funds. However voluntary contributions are invited from parents for some of these. No pupil is excluded because a parent does not contribute.

Activities outside school hours

No charge will be made for activities outside school hours that are part of the National Curriculum or Religious Education.

For other activities outside of school hours, a charge up to the cost of the activity may be levied.

Residential Visits

When organising a residential visit the cost of the trip will be passed onto the individual pupil exclusive of V.A.T. Charges made will not exceed the cost of providing the trip. National guidelines on charging are followed. When the trip takes place wholly or mainly within school hours, children whose parents are in receipt of free school meals will not be charged. The school may subsidise the cost of places for all children through private/school fund or grants.

Lettings

The school will make its facilities available to approved outside users at a charge of at least the cost of providing facilities. The scale of charges will be determined regularly by the Resources Committee and set out in the Lettings Policy. Copies are available on request.

Bank Charges

Any charges made to the school or school fund bank account in respect of returned cheques will be passed onto the person who issued the cheque.

Breakages, Losses and Thefts

The school reserves the right to ask parents to pay towards the cost of breakages, acts of vandalism, loss damage to equipment and books where this results from a pupil's behaviour or negligence. Each case is individually assessed before parents are invited to provide restitution. Pupils may be

requested to make a payment of £2.00 per book towards replacing books that are sent home but lost or not returned.

Cooking, Science, Design Technology, Craft

Parents may occasionally be invited to contribute to the cost of cooking, science, design and technology and craft activities on a voluntary basis. Items included are materials and ingredients, particularly when the child/parent has ownership of the finished product or the cost of the activity is considered expensive.

School Meals

The Governing Body determine the cost of school meals to be that suggested by the council's contractor, Facilities Management. Any increases will be communicated to parents and guardians in good time for them to send in the appropriate payment. From April 2010 all costs are payable from the schools' budget.

Meals need to be booked and paid for using Wisepay in advance of the week ahead. The cut off for ordering school meals is Midnight on the Sunday immediately before the following school week.

If meals aren't ordered in time, a packed lunch should be provided. In an emergency situation, it may be possible for the office staff to order a school meal on your behalf. If payment is required an invoice will be sent home and the cash should be sent into school as soon as possible.

The current charge is £2.50 per meal.

School Fruit and Milk

Milk and fruit are provided daily to all children in the Reception and Key Stage One year groups. Fruit is provided through a national scheme and is at present free.

There is a charge of £30.00 per year for milk.

Occasionally children may operate a small tuck shop or sell toast as enterprise schemes. Any profit from this activity goes into school fund or to subsidise specific activities and visits. Parents will be made fully aware of what the money is being used for.

Remissions

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, family hardship. When arranging a chargeable activity such parents will be asked to apply, in confidence, for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors. The Governing body is aware that the school budget can not be used for this purpose and that any remission will involve utilising private/voluntary funding which may be available.

Agreed at Governors' Meeting dated _____

Signed _____ (Headteacher)

Signed _____ (Chair of Governors)