



CHARGES & REMISSIONS POLICY

Date of Ratification: 15th October 2014	Ratified by: Finance & General Purpose Committee	Date of Review: Autumn 15
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Safeguarding Statement

At Barkerend Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Barkerend Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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1. Overview and Purpose

Barkerend Primary School endorses the principles of the Education Act (2011, 1988) in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience.

In providing activities which take place during the school day the school may have to meet additional expenses, for example specialist groups working with children in school or additional equipment and resources which need to be purchased. The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place, wholly or mainly (50% or more) during normal teaching time.

Such enriching activities are an important aspect in supporting the curriculum. Non-contribution would not prejudice a pupil's place. However, there may be cases where unless most parents were prepared to make a contribution, the school may have to cancel the activity such as educational visits or residential.

Any parents or legal guardians who are experiencing financial difficulty are encouraged to approach the school where we will seek to find assistance with the charges such as a weekly payment card to spread the cost. Governors reserve the right to judge cases of exceptional circumstance but a nominal contribution would still be expected. Voluntary contributions will, in all circumstances, be invited through individual letters to parents. Any school organised activity which takes place mainly (more than 50%) outside of school time will be charged for in such a way as to meet the entire costs of the activity or at the discretion of the Leadership Team.

2. School Clubs

Clubs during lunchtime and after school are most often run by staff voluntarily giving their time.

School reserves the right to charge a nominal fee of 50p per session for participation in clubs which take place on school premises but are run by external providers, e.g. after school soccer club.

3. Music Tuition

At this time we do not charge for music tuition provided for the children. This would have to be reviewed if there were budgetary restraints.

4. Materials

The school does not usually charge for materials. We reserve the right to ask for a voluntary contribution if the materials are for home use, e.g. Revision Guides.

5. Breakages Lost/damaged books or equipment

The school will cover accidental breakages of school property. Deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs. Lost books – if a child loses or wilfully damages a school reading book, parents will be expected to pay £2 towards the cost of a replacement. The cost of a replacement school diary is £3.00.

6. Other Charges

Dinner Monies: School meals are available and are cooked freshly on the premises at a weekly cost of £7.75 (£1.55 per day as at Oct 14). Dinner money should be put into a named envelope and paid on Monday morning in advance for that week. Where there is a change of home circumstances and pupils become entitled to free school meals, it is the responsibility of the parents to inform Benefits

Service, Britannia House, who will in turn inform the school as soon as possible to avoid over/under paying money.

Milk money: Milk money should be put into a named envelope and paid by the end of the first week of term – free for Nursery and Reception children, £12 for children in KS1 - free for children on free school meals, and £15 for pupils LKS2 and UKS2 (as at Oct 14).

Uniform: Governors require all parents to ensure children have a school uniform. The following items can be purchased from school:

Red sweatshirt with school logo - £7.50.

Red or blue book bags with school logo - £2.50

Red or blue PE bags - £3.00 (free to Year 1)

Lettings:

There will be charges for letting the school premises out of school hours – see Lettings Policy.

7. Staff Overpayments

Wherever a salary or expenses overpayment has occurred, the governing body will decide on a case-by-case basis whether recovery of the overpayment will be sought.

8. Miscellaneous Services

The Co-Head Teachers (Lucinda Fewlass & Ann Winter), Husna Banu (Chair of Finance Committee) or Anthony Elias-Winter (Chair of Governors) may levy charges for miscellaneous services up to the cost of providing services, e.g. for photocopying/printing / providing a copy of a report/ policy etc.

9. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:-

Parents in receipt of:

- Income support.
- Income based jobseekers allowance.
- Support under part VI of the immigration and asylum act 1999.
- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules.
- Guaranteed state pension.
- Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

The school charging policy will be subject to change if there are new DFE or Bradford Metropolitan District directives.