

# THE ROOKERIES CARLETON JUNIOR, INFANT & NURSERY SCHOOL

Pontefract  
Academies Trust



## Charging & Remissions Policy 2017-18

# Charging and Remissions Policy

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## 1. Introduction

At The Rookeries Carleton J,I&N School we believe the children benefit from outside visits, journeys, visitors and extra-curricular activities in sport and the creative arts. This policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act 1996, and any charges that are made will be to cover costs and not make a profit.

This policy aims to:-

- let parents and carers know what the school will not charge for and what it will make a charge for or request a voluntary contribution from parents/carers;
- clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

## 2. School Dinners

- 2.1. School meals are currently provided by our catering partner, Chartwells. Healthy, fresh nutritious meals are prepared on site daily and offer a choice of meat, vegetarian, jacket potato or sandwich (summer only) option on a daily basis. Staff and pupils are consulted on the menu which is changed 3 times per year, a copy of which is sent home to parents as well as being published on the school web site.
- 2.2. Universal Infant Free School Meals - Since September 2014 pupils in Reception Class, Year 1 and Year 2 are entitled to Universal Infant Free School Meals. Parents are asked to confirm whether they would like their child to receive a free school meal.
- 2.3. School meals are available for pupils in KS2 (Years 3-6), currently at a cost of £2 per day, £10 per week.
- 2.4. A consistent meal pattern should be adopted and parents are requested to provide 2 weeks written notice for any changes to meal type. School offers a 'Friday Club' and occasionally special themed lunches are promoted. Both offer pupils who usually bring their own sandwiches the opportunity to try a school meal.
- 2.5. Pupils of parents in receipt of certain benefits may be eligible for Free School Meals – see exemptions. A record of pupils entitled to free school meals is maintained and regularly reviewed. The record is kept confidential.
- 2.6. Pupils' daily meal choices are recorded in class and also on Parentmail (which is the schools cash receipting system). Registers are checked on a daily basis and form the meal order to the kitchen.
- 2.7. Parents are asked to pay in advance for school meals, for a minimum of a full week. If a pupil is subsequently absent, for example due to illness, no charge

is made and any balance is rolled-over to the following week. However, any meal booked and not cancelled before 10am, for example if a pupil goes home ill, will have already been ordered with the kitchen and will have to be paid for.

- 2.8. Dinner money balances are retained on Parentmail and are available for parents to check through logging onto their Parentmail account.
- 2.9. Arrears are promptly identified and outstanding balances are pursued. Letters are sent home with the pupil each week where there is an outstanding balance. If the debt is not cleared within 2 weeks a letter is posted home requesting that the debt be cleared. If this has still not been cleared after another week, a second letter is sent to inform the parent that the pupil will no longer be able to have a school dinner until the debt has been cleared.

### 3. School Milk

- 3.1. Milk is available for all children in school and is provided through FP School Milk UK Ltd. Children who opt in to the scheme will receive a 189ml carton of fresh chilled semi-skimmed milk each school day, to drink mid-morning.
- 3.2. Milk for the under-fives is free until the beginning of the term in which the child turns five, ie;
  - **Autumn 1 September to 31 December**  
If your child's 5<sup>th</sup> birthday is within these dates you should pay for all three terms
  - **Spring 1 January to 31 March**  
If your child's 5<sup>th</sup> birthday is within these dates you should pay for Spring & Summer terms
  - **Summer 1 April to 31 August**  
If your child's 5<sup>th</sup> birthday is within these dates you should pay for Summer term

Under-fives milk is ordered by school on behalf of the eligible pupils. If you are eligible and would like your child to receive free milk, please inform the school office in writing so that milk can be ordered for your child.

- 3.3. Pupils of parents in receipt of certain benefits (as listed in the exemptions section) are also entitled to free school milk. These are ordered by school on behalf of the eligible pupils and are available daily. If you are eligible and would like your child to receive free milk please inform the school office in writing so that milk can be ordered for your child.
- 3.4. Other parents are asked to register on-line at: [www.schoolmilkuk.co.uk](http://www.schoolmilkuk.co.uk). **Please note that you should only register if you pay for your child's milk.**
- 3.5. The cost of this milk is currently 20p per day multiplied by the number of school days in each of our school terms. Payment is payable in advance for the following full term or parents can choose to pay for a full academic year.
- 3.6. School newsletters and Parentmail email / text messages are sent on a

regular basis to remind parents to register and order milk direct with School Milk UK.

- 3.7. School Milk UK deliver milk daily and only deliver in relation to paid orders therefore where payment is not received, milk will not be provided.
- 3.8. It is not possible to reimburse parents for milk when a pupil is absent from school, however milk will be available for the parent to collect up to 10am. Where parents choose not to collect milk then, after this time, it will be made available to other pupils.

## 4. School Trips / Visits / Residential

4.1. Day trips/visits can be categorised into essential and non-essential:-

- 4.1.1. **Essential:** For school trips or visits to do with the school's taught curriculum or religious education or which meet the requirements of the syllabus for a public examination, the school invites parents to make a voluntary contribution to the cost.

All contributions to curriculum trips are voluntary. **However, if we do not receive sufficient voluntary contributions we may need to cancel a trip.** If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school curriculum trip or event, but is unwilling or unable to make a voluntary contribution, we will allow the child to participate fully.

The school **is not** under any legal obligation to pay additional costs in order to support the visit.

- 4.1.2. **Non-Essential:** For school trips or visits that are not essential to the school's taught curriculum or religious education or in preparation for prescribed examinations, a charge will be levied up to the full cost of the trip including contingency and school administrative costs.

If there are insufficient receipts / participants to make the trip financially viable, **it will be cancelled.**

4.2. The school may organise a residential visit in school time, or mainly in school time. Guidelines for charging for residentials are:-

- 4.2.1. **Essential.** For residential trips which are essential to the school's taught curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging and voluntary contributions will be requested for travel expenses.

**If we do not receive sufficient contributions, we may need to cancel the residential.** If an essential residential trip goes ahead, it may include children whose parents have not paid any voluntary contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school curriculum residential, but is unwilling or unable to make a voluntary contribution,

we do allow the child to participate fully in the residential.

The school **is not** under any legal obligation to pay additional costs in order to support the residential.

- 4.2.2. **Non-essential.** For residential trips which are not essential to the school's taught curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied up to the full cost of the trip including contingency and school administrative costs

If there are insufficient receipts / participants to make the residential viable the residential **will be cancelled.**

- 4.3. There are certain exemptions for parents in receipt of various state benefits (see exemptions). These usually only apply in certain cases and are subject to change. The office staff will be able to supply the latest details. Parents eligible for support with the cost of visits/trips/residentials should apply to the Headteacher in writing. Requests will be reviewed on a case by case basis.
- 4.4. Charges / voluntary contributions for visits and residentials will be set at a level to cover costs. However on occasion some trips may be subsidised at the discretion of the Headteacher. Charges / voluntary contributions will be calculated by sharing the costs equally between the number of children expected to attend. For example, the cost of transport will be derived by dividing by the number of children expected to attend, whereas admission costs are usually calculated per person.
- 4.5. All payments / voluntary contributions should be made in advance.
- 4.6. Deposits are usually non-refundable unless a trip is cancelled by the school. Where pupils are unable to attend a trip / residential, for example, due to sickness, bad behaviour etc. refunds will be at the discretion of the Headteacher. Refunds will usually only be for the portion of contribution that has not been calculated by sharing the costs equally i.e. it has not been arrived at by dividing a total cost by the number of children, e.g. an entry fee. These will be assessed on a case by case basis and take into account whether the establishment being visited allows for refunds.
- 4.7. Where there is a surplus of less than £5 per pupil on a school visit account and less than £10 per pupil on a school residential account, the balance will be transferred to the general school account and will be used for the future benefit of all pupils in school.
- 4.8. Where there is a surplus of more than £5 per pupil on a school visit account and more than £10 per pupil on a school residential account, the balance will be divided by the number of paid pupils and the amount returned to each paid pupil.
- 4.9. The following is a list of additional activities, organised by the school, which require voluntary contributions from parents, or charges to parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - visits to or by a theatre company;
  - visits to the cinema;

- musical events;
- interactive visits

## **5. Music Tuition**

- 5.1. All children study music as part of the normal school curriculum. We do not charge for this.
- 5.2. There is a charge for individual or small-group music tuition, since this is an optional additional curriculum activity and not part of the curriculum. These individual or small-group lessons are taught by peripatetic music teachers. The Music Service make a charge for these lessons (reviewed annually), but parents and carers in receipt of state benefits are exempt from payment for one instrument. We give parents and carers information about additional music tuition at the start of each academic year.
- 5.3. Peripatetic Music Tuition is available to pupils in KS2; this is provided by Wakefield Music Service. For the Academic Year 2017-18 pupils will be charged a flat rate of £63 per term (£189 per year) which includes access to the Wakefield Music Centre on a Saturday morning.
- 5.4. Payment is required termly in advance. Parents can either pay electronically or send cash/cheque into school.
- 5.5. Non-payment reminder letters are issued on a fortnightly basis with a final reminder issued at the end of the term. Where no payment is received after the final reminder, the pupil will be asked not to attend any more lessons and to return any loaned instruments to the Music Service.
- 5.6. In line with the Music Service Remission's Policy – pupils eligible for Free School Meals will be able to have access to music tuition for one instrument free of charge.

## **6. Charging for Materials**

- 6.1. School can, if required, make charges for Design & Technology, Art & Design or other projects Example: Grow IT Cook IT related activities. In accordance with the 1996 Education Act, the school may make charges for materials used if the parent or child wants to own the finished product. In this case we will always advise parents in advance of the cost.

## **7. Swimming**

- 7.1. The school organises swimming lessons for Year 4 pupils. These lessons take place in school time and are part of the school's taught curriculum. We make no charge for this activity.

## **8. After School Clubs**

- 8.1. The school sometimes provides after school clubs where parents are asked

for a contribution towards the cost of resources, eg cooking club.

- 8.2. The school is sometimes able to secure the services of a qualified sports coach. It may be necessary for the school to make a charge for this service and so children attending these sessions may be asked to contribute financially toward the cost of the coaching session.

A clubs offer list is sent to parents in advance, each half term outlining available clubs and the cost for each.

- 8.3. Clubs can be booked and paid for online using the facilities on parentmail or alternatively by completing the reply slip and returning payment. Clubs are generally allocated on a first come first served basis, but places on very popular clubs can be allocated on a rotating basis.
- 8.4. It is not possible to reimburse parents when a pupil is absent from school or if they decide to drop out of a club once they have secured a place.
- 8.5. On occasions teacher led / outside agency clubs may need to be cancelled due to staff absence. Where possible these sessions will be re-scheduled either to a different day or over a lunch time. Where this is not possible, contributions will be refunded.
- 8.6. The school are unable to offer any exemptions or discount for pupils eligible for free school meals to attend after school clubs.

## **9. Breakfast Club**

- 9.1. The school offers a Breakfast Club starting at 8.00am each morning during term time and currently costs £2 per day.
- 9.2. Parents are asked to pre-book attendance at breakfast club if possible and to make payment in advance. However, pupils will still be admitted if they haven't pre-booked.
- 9.3. Arrears are promptly identified and outstanding balances are pursued via letters sent home with the pupil each week. Where there is an outstanding balance, if the debt is not cleared within 2 weeks a letter is posted home requesting that the debt be cleared. If this has still not been cleared after another week, a second letter is sent to inform the parent that the pupil can no longer attend breakfast club until the debt has been cleared.
- 9.4. The school is registered with several Child Care Voucher Schemes and are therefore able to accept certain childcare vouchers for the payment of breakfast club. Please contact the school office for more details.
- 9.5. The school do not offer any exemptions or discount for pupils eligible for free school meals to attend breakfast club, except at the discretion of the Headteacher.

## **10. Concerts / Performances**

- 10.1. There may be times when we need to make a small charge for parents to attend school productions. This maybe to cover the cost of hiring a venue

(where the school hall is not big enough) or to cover the cost of costumes / licences etc.

- 10.2. Concerts and performances will be ticketed events to ensure numbers are compliant with health and safety guidelines.
- 10.3. Tickets (free and chargeable) will be available via the school office or on Parentmail.

## 11. Damage / Loss to Property

- 11.1. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 11.2. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## 12. Exemptions

- 12.1. Parents who have applied and are eligible for Free School Meals (FSM) i.e. because they are in receipt of the following benefits are exempt from paying certain charges:
  - Universal credit in prescribed circumstances (the government plans to prescribe these circumstances when universal credit is fully rolled out).
  - Income support.
  - Income-based jobseekers allowance (IBJSA).
  - Support under part VI of the Immigration and Asylum Act 1999.
  - Child tax credit, provided that the family's income as assessed by HMRC does not exceed certain limits.
  - The guarantee element of state pension credit.
  - An income-related employment and support allowance

Further details and an application form for are available from the school office. All queries are dealt with confidentially.

**Please note that exemptions do not cover parents whose children are eligible for free school meals based on age i.e. pupils in Reception Class, Year 1 and Year 2 who qualify for Universal Infant Free School Meals.**

## 13. Fixed Penalty Notices (Fines for Unauthorised absences)

- 13.1. The Rookeries Carleton JI&N School issues fixed penalty notices in line with



the PAT Attendance Policy.

## **14. Other Charges**

- 14.1. The Headteacher may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of a pupil's school record.

## **15. Payments / Refunds**

- 15.1. The school uses Parentmail as its main form of managing payments from parents. Parents are encouraged to pay via the online facility offered by Parentmail.
- 15.2. All cash or cheque payments should be sent to school in a sealed envelope with the child's name on, clearly identifying what the payment is for.
- 15.3. All cash and cheque payments are logged on Parentmail as a manual payment by the office staff.
- 15.4. When refunds are made these will be by the original payment method except when this has been by cash i.e. if paid by card, the refund will be made to that card and if paid by cheque or cash, a school cheque will be written out for the refund value. As all cash is banked on receipt it is not possible to refund by cash.

## **16. Bad Debt**

- 16.1. All bad debts are reviewed on a monthly basis and where necessary outstanding debts are referred to the School Governance Committee to determine whether the school should take court proceedings via the county court or whether to write off the bad debt.

## **17. Monitoring and Review**

- 17.1. This policy is monitored by Pontefract Academies Trust Board, the School Governance Committee and the Headteacher and is reviewed every three years or earlier if necessary.