



Warstones Primary School

Charging and Remissions Policy

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

The LA or governing body may not charge for anything unless they have drawn up a statement of general policy on charging. The governing body's policy may be more or less generous than the LAs, as long as it meets the requirements of the law.

Voluntary Contributions

Head teachers or governing bodies may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £14,495;
- Guaranteed State Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Public Examinations

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school; the examination is not on the set list, but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

Charges

School meals are charged at £2.50 per day, £12.50 per week.

Flexible meals are charged at £1.50 per day, £7.50 per week.

Staff meals are charged at £3.00 per day. Meals are ordered daily

Payments

All payments should be made cash or cheque. All meals should be paid for promptly with any outstanding balances paid off by the end of the week. Any payments made in advance will be carried forward if a child does not have a meal.

Free School Meals

Parents are responsible for providing school with their National Insurance details. School can then contact the Civic Centre who will check for eligibility.

Arrears

At the end of each week an arrears report is printed where monies are owed. Parents will receive a text message if their account is in arrears. If dinner money arrears are still outstanding after a further week, then a letter will be sent or a phone call made. If parents are having difficulties making payments, we recommend that they contact the school at the earliest opportunity. Additional support may be offered through a number of pathways. If arrears remain outstanding after a further week, or become substantial and over the limit, set by the Civic Centre and without any discussion with the school, then a further letter will be sent giving a deadline date and parents will be warned that their debt may be referred to the Civic Centre. If no payment has been received after the date specified it will be referred to the Civic Centre to commence formal debt proceedings. A final letter shall be sent explaining that the debt has been referred to the Civic Centre. The Head Teacher has the discretion to request that parents send a packed lunch where debts have been incurred and the parents have not come to an arrangement with the school to repay the debt.