



CARLETON PARK

JUNIOR & INFANT SCHOOL

Charging & Remissions Policy

Approved By	
Approval Date	Autumn Term 2018
Planned Revision Date	Autumn Term 2019
Current Revision Number	3
Owner	Rachel Kaye

Introduction

At Carleton Park J & I 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, 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.

1. School Dinners (PRIMARY)

- 1.1. 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 option on a daily basis. Staff and pupils are consulted on the menu which runs on a 3 week cycle and is changed 3 times per year. A copy of the menu is sent home to parents as well as being published on the school web site.
- 1.2. 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.
- 1.3. For the Academic year 2018-19, school meals are available for pupils in KS2 (Years 3-6) at a cost of £2.00 per day, £10.00 per week.
- 1.4. A consistent meal pattern should be adopted and parents are requested to provide 1 weeks written notice for any changes to meal type. Occasionally special themed lunches are promoted and offer pupils who usually bring their own sandwiches the opportunity to try a school meal.
- 1.5. 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.
- 1.6. Pupils' daily meal choices are recorded via the main school register Integris 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.
- 1.7. 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**.

- 1.8. Dinner money balances are retained on Parentmail and available for parents to check through logging onto their Parentmail account.
- 1.9. Arrears are promptly identified and outstanding balances are pursued via Parentmail. 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.
- 1.10. In line with Pontefract Academies Trust Bad Debt Policy all bad debts are reviewed on a monthly basis and where necessary outstanding debts are referred to the schools Governance Committee to determine whether the school should take court proceedings via the county court or whether to write off the bad debt.

2. School Milk

- 2.1. Milk for the under-fives is free until the beginning of the term in which the child turns five. Please refer to the school term dates for each academic year.
 - 2.1.1. Dates for the Academic Year 2018-19 are :-
 - Autumn 01.09.18 to 31.12.18**
If a child's 5th birthday is within these dates you should pay for all three terms
 - Spring 01.01.19 to 31.03.19**
If a child's 5th birthday is within these dates you should pay for Spring & Summer terms
 - Summer 01.04.19 to 31.08.19**
If a child's 5th birthday is within these dates you should pay for Summer term
- 2.2. Milk is available to order for all children in school. Milk is provided through FP School Milk UK Ltd. Parents are asked to register on-line with school milk UK direct www.schoolmilkuk.co.uk
- 2.3. For parents who choose to opt into the milk scheme, your child will receive a 189ml carton of fresh chilled semi-skimmed milk each school day, to drink mid-morning. The cost of this milk is 21p 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.
- 2.4. School newsletters and Parentmail email / text messages are sent on a termly basis to remind parents to register and order milk direct with school Milk UK.
- 2.5. School Milk UK delivers milk daily and only deliver in relation to paid orders therefore where payment is not received milk will not be provided.
- 2.6. 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.

- 2.7. Children in receipt of certain benefits as listed in the exemptions section are 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. School Trips / Visits / Residential

- 3.1. Trips, visits and residentials can be categorised into essential and non-essential. Their guidelines for each are set below:-

- 3.1.1. **Essential:** For school trips or visits to do with the schools 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. **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 do allow the child to participate fully in the trip or activity. The school **is not** under any legal obligation to pay additional costs in order to support the visit.

- 3.1.2. **Non Essential:** For school trips or visits that are not essential to the schools 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.

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 a non-essential trip should apply to the Headteacher in writing. Requests will be reviewed on a case by case basis in line with the Schools Governance Committee approved remissions limits.

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

- 3.2. The school may organise a residential visit in school time, or mainly in school time, guidelines for charging for residential's are as follows:-

- 3.2.1. **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 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.

- 3.2.2. **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

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 a non-essential residential should apply to the Headteacher in writing. Requests will be reviewed on a case by case basis in line with the Schools Governance Committee approved remissions limits.

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

- 3.3. The cost / voluntary contributions of School Visits / Residential Trips will be set at a level to cover all costs. However on occasion some trips / visits may be subsidised at the discretion of the Head teacher. Costs / voluntary contributions will be calculated by sharing the costs equally between the number of children eligible to attend. For example the cost of transport will be derived by dividing by the number of children eligible to attend. Entry / admission costs are usually calculated per person.
- 3.4. All payment / voluntary contributions should be made in advance of the trip / residential taking place.
- 3.5. 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 head teacher and will only be for the portion of a voluntary 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.
- 3.6. Where there is a surplus of less than £5 per pupil on a school visit account and less than £10 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.
- 3.7. If the total surplus on a school visit account exceeds £5 per pupil or exceeds £10 per pupil on a school residential account then the balance will be divided by the number of paid pupils and the amount returned to each paid pupil.
- 3.8. 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

4. Music Tuition

- 4.1. All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2. There is a charge for individual or small-group music tuition, since this is an optional additional curriculum activity, and not part of the National 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.
- 4.3. Peripatetic Music Tuition is available to pupils in KS2; this is provided by Wakefield Music Service. For the **Academic Year 18-19** Pupils receiving tuition by WMDC will be charged a flat rate of **£64.00** per term (**£192.00 per year**) to cover the cost of the group lesson in school. Pupils may also be invited to attend the Wakefield Music Centre on a Saturday Morning, these sessions are charged direct from the Wakefield Music Service.
- 4.4. Payment is required termly in advance. A shop item is created on Parentmail which is supported by a letter to parents requesting payment for the forthcoming term. Parents can either pay electronically or send a cheque into school which is then recorded showing manual payment on Parentmail.
- 4.5. 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 and to return any loaned instruments to the music centre.
- 4.6. In line with the Music Service Remission's Policy – pupils eligible for Free School Meals (please see exemptions) will be able to have access to music tuition for one instrument free of charge.

5. Charging for Materials

- 5.1. 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.

6. Swimming

- 6.1. The school organises swimming lessons for pupils in Year 4 for 2 terms beginning in the Autumn Term continuing through to the end of the Spring Term i.e. Easter. These lessons take place in school time and are part of the schools taught curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place.

7. After School Clubs

- 7.1. The school sometimes provides after school clubs where parents maybe asked for a contribution towards the cost of resources. These clubs include cooking, crafts, and music.

- 7.2. The school is sometimes able to secure the services of a qualified sports coach. It is 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 any the cost for each where applicable.

- 7.3. Clubs can be booked and paid for online using the facilities on parentmail or alternatively by completing the reply slip and returning any payment due. Clubs are available on a first come first served basis.

- 7.4. 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. Where clubs are provided free of charge then non-attendance at a club may result in the place being offered to other pupils on a waiting list.

- 7.5. 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.

- 7.6. The school offer exemptions for pupils eligible for Free School Meals (see exemptions) to attend After School Clubs, please contact the school office for more details.

8. Breakfast Club

- 8.1. The school offers a Breakfast Club starting at 8.00am each morning during term time and costs £3.00 per day.

- 8.2. Parents have to pre-book attendance at breakfast club via Parentmail.

- 8.3. Arrears are promptly identified and outstanding balances are pursued via text message / telephone call 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 attend breakfast club until the debt has been cleared.

- 8.4. 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. Where childcare vouchers are being used as a method of payment we do request that the child attends breakfast club at least 50% of the time. Please contact the school office for more details.
- 8.5. The school offers exemptions for pupils eligible for FSM (see exemptions) to attend Breakfast Club. Please contact the school office for more details.

9. Concerts / Performances

- 9.1. 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.
- 9.2. Concerts and performances will be ticketed events to ensure numbers are compliant with health and safety guidelines.
- 9.3. Tickets (free and chargeable) will be available on-line through Parentmail or via the school office. Stock quantities will be controlled via the facilities on Parentmail and parents booking tickets through the Admin Office will have manual orders created on Parentmail.

10. Damage / Loss to Property

- 10.1. 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 to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 10.2. 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 to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

11. Exemptions

- 11.1. 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.

Pupils of parents in receipt of certain benefits (see above) may be eligible for assistance in meeting the cost of non-essential trips / visits up to a maximum of £40 per annum for non-essential trips and £100 per annum for non-essential residential. Parents eligible for support should apply to the Headteacher in writing. Requests will be reviewed on a case by case basis in line with the Schools Governance Committee approved remissions limits.

12. Payments / Refunds

- 12.1. The school aims to be a cashless school and as such uses Parentmail as its main form of managing payments from parents. Parentmail has a facility to pay electronically for dinner money, breakfast club, trips, clubs and peripatetic music tuition. Parents are encouraged to pay via the online facility offered by Parentmail.
- 12.2. The school no longer accepts cash payments. Any cheque payments should be sent to school in a sealed envelope with the child's name on, clearly identifying what the payment is for.
- 12.3. All cheque payments are logged on an income sheet and entered onto the Parentmail system as a manual payment by the Admin staff.
- 12.4. There may be times when a trip is cancelled and a refund is necessary or at the end of the year there maybe a surplus dinner money balance and a refund applicable. When refunds are made these will be by the original payment method i.e. if paid by credit/debit card refund will be made to that card. If paid by cheque a school cheque will be written out for the refund value.

13. Fixed Penalty Notices (Fines for Unauthorised absences)

- 13.1. In line with Pontefract Academies Trust Attendance policy, Carleton Park J&I School follow Wakefield Council's guidelines on issuing fixed penalty notices. Please refer to Fixed Penalty Notices Code of Conduct and Pontefract Academies Trust Punctuality and Attendance Policy.

14. Other Charges

- 14.1. The Head of School teacher may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report or a pupil's school record.

15. Monitoring and Review

- 15.1. This policy is monitored by Pontefract Academies Trust board, the school's local governance committee and the Head of School and is reviewed on an annual basis.