

Brandhall Primary School



Charging and Remissions Policy

Last Reviewed: April 2021

Next Review: April 2022

BRANDHALL PRIMARY SCHOOL

Charging and Remissions Policy

Introduction

Brandhall Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

- participate fully in school curriculum;
- contribute to all aspects of school life; and
- be a valued partner in the process of education.

These objectives must be seen to inform educational activities, whether in or outside the school and are therefore integral to the process of charging for school activities and to the remission which is available to parents/guardians who are on low income. We aim to:

- make school activities accessible to all students regardless of family income;
- encourage and promote external activities which give added value to the curriculum;
- provide a process which allows activities to take place at a minimum cost to parents, pupils and the school; and
- respond to the wide variations in family income whilst not adding additional unexpected burdens to the school budget.

The development of a range of activities forms part of the school's forward planning process within the School Improvement Plan and is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities.

It includes a number of key factors:

- the value of certain activities in relation to age/needs of pupils;
- the cost of activity set against their educational value;
- how the activity will be paid for;
- the appropriate process for raising funding;
- an assessment of whether the educational aims can be met in any other way;
- an understanding of the various types of activities involved—for example, educational visits, music tuition,
- materials for practical work;
- an assessment of local facilities.

Voluntary contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activity. If, however, a specific activity cannot be funded without voluntary contributions then the visit/activity may be cancelled.

Children of parents who are unable to contribute will not be discriminated against. However, if there is no alternative method to make up the shortfall, the school will cancel the visit/activity.

Remissions

To ensure that access to activities reflects intentions, the school will implement the following remissions policy.

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent economic difficulties which exist, when planning the programme of activities for each child.

Staff will ensure that children in receipt of Free School Meals (FSM) or children who are Pupil Premium funded (PP) are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of FSM. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

Informing parents about activities

A letter will be sent to parents giving them information about any proposed visit/activity which includes:

- details of the visit/activity
- dates and times
- expected dress code
- proposed annual voluntary contribution for all educational visits
- consent form which confirms agreement to the child taking part in the activity/visit, whether on or off site. The form should be signed by the adult with parental responsibility slip
- any other forms as applicable.
- a reasonable payment timeline
- the opportunity to pay for non-residential trips, which are not covered by the annual voluntary contribution, in instalments.

School meals charges

The school reviews the cost of school meals on an annual basis. We will inform parents on the school newsletter and website of any changes to the cost of a school meal.

Parents who may be entitled to claim free school meals should contact the school office for more details about how to apply.

Children aged 5-7 are entitled to Universal Free School Meals and are therefore not charged.

School Milk

Milk is provided free to pupils under the age of 5. Parents of children over the age of 5 can pay Cool Milk (an external provider) for their child to have milk in school and charges for this are set by the external provider. Parents should contact the school office for more information about receiving milk for children aged over 5.

Foundation Stage Snacks

In Foundation Stage, snacks can be purchased on a weekly basis and we request parents pay at the beginning of each week if they wish their child to have healthy snacks. Parents can choose to pay in advance half termly or termly.

Pupils in Key Stage 1 and 2 may bring a small amount of money daily to purchase items from our healthy tuck shop.

School uniform/bags

With the exception of bags, school uniform items can no longer be purchased directly from the school. The school encourages parents to purchase from local shops and via the internet and will provide all the relevant information to any interested parents.

School bags, purchased in school, must be paid for on the day of purchase. These items are sold to parents on a non-profit basis.

Extra Curricular Clubs

Clubs are open to children in certain year groups and places will be allocated on a first come, first served basis.

Charges for clubs contribute toward the cost of running and any profit gained goes towards enhancing resources for future extra-curricular clubs.

All payments for clubs must be made prior to commencement. Places are not confirmed until payment is made.

Out of hours provision

School will charge parents who wish to purchase 'optional extra' hours in either our Breakfast and After School Club or through the school nursery, which is open to children aged 2 and 3.

Failure to pay for 'optional extra' hours will lead to the place being withdrawn. Fees must be paid in advance of sessions.

Breakfast and After School Club and Nursery are not for profit schemes.

Payment methods

Parents should pay in advance for school meals, out of hours provision, clubs etc at the beginning of each week using the online ParentPay system. Brandhall Primary School is now cashless and will only accept payment via cash in exceptional circumstances. The annual contributions for educational visits should also be paid to the school via ParentPay; we still require signed consent forms for educational visits in addition to this payment.

We are committed to equal opportunities for all irrespective of race, gender, sexuality, disability or religion. We will monitor the impact of this policy to ensure that no group is adversely affected.