

# Merton Bank Primary School



## Charging & Remissions Policy

Approved by Full Governing Body on \_\_\_\_\_

To be reviewed on or before \_\_\_\_\_

Signed \_\_\_\_\_

Chair of Governors

Signed \_\_\_\_\_

Headteacher

March 2024

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## Merton Bank Primary School

### **Charging Policy**

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## **Charging Policy**

### **1. Philosophy**

Merton Bank Primary School is an inclusive school committed to minimising the chance that pupils are excluded from school activities because of cost. It is our aim that all pupils should receive equal access to curricular activities and that we act sympathetically and supportively towards families who may not be able to afford to pay for extra-curricular experiences. This includes keeping such costs under review to ensure they are reasonable and seeking to arrange subsidies where appropriate from school funds or the delegated cost centre as identified in the agreed school budget.

Parents have a right to know how each trip is funded. The school provides this information, normally by letter, detailing the cost of the trip and requesting the voluntary contribution. Payments for Trips, School Dinners, snacks and milk, Wrap-around sessions and Nursery sessions can be paid to your child's teacher or the school office.

### **2. Education During School Hours and Voluntary contributions**

All education during school hours for children is free. The school also arranges a number of day trips out of school and visits by external providers into school to enhance and broaden the school curriculum. We make no charge for these enrichment activities but do ask for voluntary contributions towards the cost.

Parents are also asked to contribute towards the cost of other enrichment activities and some materials for practical activities in some circumstances. Examples of enrichment activities are trips out of school and visits by external providers or partner organisations into school or visiting 'experts' such as artists, musicians, theatre groups. If a parent wishes their child to take part in a school 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. If parents are unable to contribute the full voluntary amount, they are encouraged to contribute whatever they can towards the trip or visit. The school may pay the shortfall and meet the additional costs in order to support the visit from School Fund. The school only passes on the overall cost of a school trip and under no circumstances makes a profit. Parents may, if they wish, pay more than the minimum voluntary contribution to enable an activity to take place where others are unable to afford the voluntary contribution. If parents kindly wish to pay more, they may do so at their own discretion. Any excess monies in this case will be absorbed into School Fund.

Trips may not go ahead if the contributions made by parents are not sufficient to cover the cost.

### **3. Remissions Policy**

Children in receipt of Free School Meals or in some extenuating circumstances, when a family cannot afford the cost of the trip and this is preventing the children from benefiting from the experience, we use monies from School Fund or the delegated cost centre identified in the agreed school budget to pay for or subsidise the trip.

### **4. Uniform**

We expect children to wear our school uniform which can currently be ordered through Whittakers. We are always happy to receive used uniform into school and parents/carers can bring this to the main office. We expect children to be properly equipped for PE lessons wearing the appropriate uniform. Where a parent/carer has a particular difficulty affording essential items of uniform, we will support them to ensure their child is kitted out appropriately. Monies may be sourced from School Fund or pre worn items sourced. In addition we signpost parents to the opportunity to claim for uniform allowance if they are entitled.

## **5. Non-Uniform Days**

From time to time, the school may decide to allow children to come to school in their own choice of clothes. This is usually related to fund-raising for a charity or raise monies for School Fund. We ask for a voluntary donation on these occasions of money or an item that may be sold to raise money. If a parent wishes their child to take part in a non-uniform day but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully.

## **6. Extra-Curricular Activities and After-School Clubs**

Where additional clubs are offered on school site by external providers or partner organisations before school, during lunchtimes or after school, a charge may be made. Charges for clubs and any other provision are made explicit at the time of offering opportunities to children.

At times the school may charge for extracurricular activities being run by staff member to enable resources to be purchase and to cover the cost of the staff member's salary for the period of time that they run the club.

We can arrange special payment arrangements to support individual families, and for families who access free school meals the delegated cost centre identified in the agreed school budget may be used to subsidise or pay for the activities. In extenuating circumstances the school may absorb the cost ourselves using School Fund monies.

## **7. Breakfast Care**

From January 2024 the charges for Breakfast Club will be:

Breakfast Club £1.00 per child or £1.50 per family per week.

## **8. Nursery**

Merton Bank Primary School offers Nursery education for 3 and 4 year old children. FEEE funding for all Nursery facilities is offered to parents through the Local Authority.

Please note that children in receipt of Funded Early Education Entitlement (FEEE) currently receive 15 hours of funded nursery education per week.

On signing up to the nursery parents/guardians select their preferred pattern/organisation; for

## **9. Music Tuition**

All children study music as part of the normal school curriculum. Subject to availability and to the terms and conditions of individual tutors, children are offered the opportunity to study a musical instrument with peripatetic teachers. Parents who wish their child to participate may be asked to pay for the additional music lesson fees. If this is the case, this will be requested on a termly basis.

Currently the school pays for tuition through the St. Helens Council Music Service. Any music equipment loaned by a child for music we ask parents to sign a loan agreement which dictates that any damage done to the instrument will be charged to the parent. Parents may choose to purchase instruments for their child to use should they wish.

## **10. School Property - Damage and Loss**

If a child damages or destroys furniture or fittings, materials, apparatus, equipment, books or any part of the fabric of the building the school reserves the right to ask parents to pay the full or part cost of repair, replacement or restoration, where this is a result of a pupil's inappropriate behaviour. Parents will be asked to pay the replacement cost of any library or reading book issued to a child that is lost or not returned to school when requested. We act sympathetically and supportively

towards families who may not be able to afford to pay however unless the family alert us to this then the debt will be pursued.

#### **11. School Dinners**

Parents/carers reserve the right to choose whether their child has school dinners, or a packed lunch brought from home. Parents/carers who wish their junior child to have a school dinner are required to pay their dinner's fee's through the school office; either weekly or termly in advance. Non-payment of dinner-money will be pursued. A debt of £20 will trigger the initial letter and the following letters will be sent fortnightly before the debt is then transferred to the Council Finance Department to pursue.

A child is eligible for free school meals if the parents/carers receive income support, Job Seekers Allowance (income based), Child Tax Credit or Pension Credit with Child Tax Credit and have an annual income of less than the specified amount (and not in receipt of Working Tax Credit) or are assisted by the National Asylum Support Service (NASS)

#### **12. Milk**

Infant children can have milk. Children entitled to Free School Meals will also receive free milk.

#### **13. Snacks**

We are part of the Government's "Fruit for Schools" scheme and endeavour to ensure that all the whole school receive a fair allocation of the fruit received into school through this scheme. The children are encouraged to drink water throughout the day and the school provides water from drinking water taps for this purpose, at no cost to the children.

#### **14. School Documents and Curriculum Information**

The school is committed to making information easily accessible to parents/carers. Parents/carers are able to read school policies available on the school website or on site at the school premises, free of charge.

#### **15. School Fund**

This policy does not include provision to ask for a voluntary contribution per child on roll, per term to a School Fund. If parents kindly wish to make a donation to support school activities at any time, we will be very pleased to accept their generosity.

#### **16. Lettings**

The Governors will consider any request for Lettings of the school building each on its own merits, and in accordance with the lettings.