



# Glazebury C E Primary School



## Charging and Remissions

<b>Policy Title</b>	<b>Charging &amp; Remissions Policy</b>
<b>Version No</b>	<b>Two</b>
<b>Written / Adopted Date</b>	Written April 2016 Reviewed January 2018(FSM's) Reviewed October 2020 Reviewed January 2023
<b>This policy complies with WBC guidance</b>	<b>Yes</b>
<b>Written By</b>	<b>School</b>
<b>Date shared with Staff</b>	<b>January 2023</b>
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<b>Review Date</b>	<b>January 2025</b>

*'Growing Together at the Heart of God's Community'*



*"Growing together at the heart of God's community"*



**Trust Prayer:**

*We thank you, God of Love, for the gift of children,  
bless the work of our Trust, that in all we do  
young people may grow in wisdom and stature,  
and so come  
to know you,  
to love you  
and to serve you,  
as Jesus did.*

*We make our prayer in his name who is God  
with you and the Holy Spirit, now and for ever.*

## **Charging & Remissions Policy**

### **Rationale**

In accordance with the Education Reform Act 1988 the policy of the Governors of Glazebury CE Primary School is to ask parents to make a voluntary contribution for various trips events organised. (This does not apply to board and lodging for residential fieldwork visits.) When teachers arrange educational visits for their class or group of children an amount will be suggested to cover costs only.

### **Purposes**

- to help our pupils to develop their knowledge and understanding of the world by maximising on visits and other resource stimuli to support their learning
- to inspire, motivate and excite our pupils, building on their enjoyment through a variety of educational experiences, visits and visitors, to support their learning
- to help our pupils to maintain their own and each other's self-esteem
- to present opportunities for our pupils to explore their feelings, attitudes and needs
- to help our pupils to develop their knowledge and understanding of themselves
- to encourage the development of personal and social skills which enable children to begin responsibility for their behaviour and health
- to encourage our pupils to participate in healthy activities
- to encourage participation by the 'whole' school community, including pupils, teaching and non-teaching staff, parents and governors
- to promote a quality of opportunity for all pupils irrelevant of their age, race, religion and social economic background
- to ensure the well-being and safeguarding of all our pupils

### **Broad Guidelines**

1. For school trips we always ask for a voluntary contribution. There is no obligation for parents to contribute and your son or daughter will not be treated differently whether you contribute or not. However, if sufficient resources are not available for the visit then the visit will have to be cancelled.

All trips that are arranged are non-profit making and we try to ensure we get competitive prices.

If parents have any concerns regarding payments for school trips, events or residential then please do not hesitate to contact the school office to make an appointment with the Head Teacher where circumstances can be discussed and reviewed on a one to one basis.

2. Pupils accessing Free School Meals or Pupil Premium are entitled to additional funding which can be used towards school trips or other additional costs such as clubs. For any overnight trips the school cannot charge board/lodgings or food if your child is in receipt of FSM's. Each case is assessed on a 1:1 basis and by individual arrangement. Please arrange to discuss with the school.
3. If there are twins, triplets, siblings attending the same trip, we appreciate this can be costly event and will always endeavour to do all we can to assist with the costs. We can arrange for the first child to be charged at the full price and subsequent multiple births to be at half the rate. Please speak to the Head Teacher/ School Business Manager if you would like to discuss and access this arrangement.
4. There is a charge for school meals which is in line with the charges from the Education Authority. The charge at present is £2.40 per day, however is reviewed and adjusted by WBC not the school. There is assistance for families that need help with school meal payment, ask at the school office who will guide you through the application process. School cannot continue to provide lunches if the outstanding payment exceeds one week's lunches i.e. £12.00. School dinners are paid directly to WBC via the Parentpay app. The school office monitor balances owing on parentpay and liaise with the parents to ensure accounts remain in credit and chase up any outstanding balances.
5. Breakfast Club – There is a daily charge at an agreed rate to access this service. This amount will be relayed to you and reviewed annually. Any increases will be notified in advance of the term. Payments are made via the Parentpay app and we ask that payments are made in advance of accessing the service. The SBM manages payments and any outstanding monies. Arrangements are made on a one to one basis for children that may benefit in special circumstances for using this service.
6. Extended Provision – There is a daily charge at an agreed rate to access this service. This amount will be relayed to you and reviewed annually. Any increases will be notified in advance of the term. Payments are made via the Parentpay app and we ask that payments are made in advance of accessing the service. The SBM manages payments and any outstanding monies. Arrangements are made on a one to one basis for children that may benefit in special circumstances for using this service
7. A child is never excluded for personal financial reasons however; a trip can only go ahead if the school receives voluntary contributions from parents to cost the cover of the cost of the visit.
8. The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part. We do request voluntary contributions towards the coach cost.
9. After School Activity Clubs - the school reserves the right to make a charge for these clubs. The charges will be reviewed termly for the club charges and relayed to you in writing. Clubs vary per half term. These are published at the end of each half term for the following half term. Bookings and payments for these are made via Parentpay.
10. The school will make a nominal charge for photocopying information that is available in accordance with the Freedom of Information Act 2000. This charge will cover the cost of photocopying and paper used. This charge may vary from year to year, the current charge is 15p per copy.

11. *Early Years Nursery Charges.* Session charges are reviewed annually and relayed in advance in writing for the following academic year. EYFS Funding is accepted (15 and 30 hours) and additional sessions can be purchased. Invoices are raised on a monthly basis on the 15<sup>th</sup> of each month for the following month and payment is required in advance of access.
  
12. *Mini Bus –* The minibus may be loaned out with prior agreement to local community groups or other LDST schools with prior arrangement. If the minibus is borrowed the fuel must be replaced. We will ask for a donation to cover costs however profit will not be made from the loan of the minibus.
  
13. *The Governors may ask parents to pay for damage to property or school equipment where this has resulted from pupil's social behaviour. Parents may be request on occasions to pay a nominal amount for books or resources that are lost or damaged accidentally.*

*If you have any concerns regarding payments please do not hesitate to contact the school office who can arrange an appointment with the Head Teacher.*