Palfrey Junior School

Charging and Remissions Policy

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide **free of charge** and for those items where there **may be a charge**.

The policy has been informed by LA policy and the DfE guidance and compliments the school's ethos.

Definition

The school day is defined as 8.30am-3.pm for upper school and 8.40am-3.10pm for lower school. The midday break does not form part of the school day.

Responsibilities

The Heads of School will ensure that staff are familiar with and correctly apply the policy.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities

Optional activities

We will charge in full for optional, extra activities provided outside of the school day, for example a theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

External practitioners may teach on the school premises and charge on an optional and private basis. This will be covered by the provider's own specific charging policy.

Children not collected at the end of the school day

A charge will be made for childcare for any child not collected by 3.15pm for upper school children and 3.25 for lower school children. If they attend after school club in upper school then the children should be collected by 4.15pm and in lower school by 4.25pm. The charge will be for £5 and this will be to cover the cost of staff who provides the care and

administration time.

Residential
Charges will be made for board and lodging and the use of specialist facilities and staff.

Calculating charges for educational visits
When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating and will be capped at £18.00 per pupil per event and the school Base Budget will subsidise costs if the capita fee exceeds £18.00. Children in recent of targeted Free School Meals/ Pupil Premium and Looked after Children will pay a maximum of £13.00 per event and the Pupil Premium fund will subsidise the remaining cost. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will funded by the Base Budget. If a child is absent on the day of the educational visit due to illness, then the school will refund parents any costs that are payable on the day; such as entrance fees if school has been able to secure a refund from the provider.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Online Payments
Like many schools, we have moved to a ***cashless*** payment system. 'SchoolMoney' for school trips/workshops only. The reason for moving to a cashless system is to reduce the amount of money held on school premises. Parents/Guardians are sent secure login details by text. Once login details are received parents/guardians visit the website www.schoolmoney.co.uk, sign into 'Schoolmoney parent login' and enter their mobile number, email address, password and child's known name.
Parent user guides can be found on the school website

Charges for School Meals
Payment for school meals (dinner money) must be made by parents/carers weekly in advance. This would normally be the Monday of the week ahead for which the meals are being provided. Children will not be provided with a school meal unless it is paid for, except for those pupils that are entitled to free school meals.

Access to free school meals is a statutory (legal) entitlement. If parents believe that their child may qualify for free school meals, it is important that parents register for free school meals.

Pupils who are not entitled to free school meals will be charged a set amount of £2.50 per day.

Arrears of dinner money from the sale of school meals will be pursued by the school on a weekly basis.

Charges for lunch and after school clubs
At the moment all after school clubs at Palfrey Junior are free to families. In the future, charges may be made for participation in before and after school clubs if they are run by outside providers or require particular resources. This would be based on the cost of external coaches/ specialist practitioners as well as the cost of resources. Refunds would not be given if children were absent from these clubs. If any future clubs do require to be charged for, we will make this clear to parents **before** they sign their children up, so that they can make an

informed decision.

Eligible benefits

Parents who are in receipt of Free School Meals or qualify for Pupil Premium may be entitled to support for some of the charges. You would qualify for Free School Meals if you meet the following criteria:

- Income support
- Income-based Jobseekers Allowance
- Employment and Support Allowance-Income related
- Pension credit guaranteed
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual gross income (as assessed by His Majesty's Revenue and Customs) does not exceed £16, 190.

See www.walsall.gov.uk for current criteria.
All discussions relating to individual family's circumstances will be confidential.

Malicious Damage

Where it can be proved that a child or group have children have caused damage to school property or resources or the belongings of another child, a charge will be made to parents/carers in order to replace/mend the damage that has been caused.

Date for next review: November 2027 or sooner if changes occur.