

# Beaconsfield Primary School



*Belief, Perseverance, Success*

## Charging and Remissions Policy

Approved: January 2019

Review: February 2020

## **1. Charges**

- No charges will be made for any school activities that are part of the funded National Curriculum. The school will seek voluntary contributions for additional activities that seek to enrich and extend the curriculum and for activities that take place outside of the school day.
- No pupil will miss out on an activity/opportunity because parents/carers are unable to make a voluntary contribution. The school may have to cancel/curtail these enriching/additional activities if insufficient voluntary contributions are received.
- Some activities may be part-funded for eligible pupils using 'Pupil Premium' funds.

## **2. Voluntary Contributions – Educational Visits**

- The school will ask for voluntary contributions to be made towards the costs of any educational visits, whether during or outside school hours, residential or non-residential. The school will always seek to minimise these contributions through the use of free transport (KS2 classes) or by combining year groups to achieve economies of scale.
- The current (2018) maximum requested contribution is up to £12.50. Costs above this amount are funded by the school. (*We try to keep costs below £10 where transport costs allow*)
- This maximum contribution would only be requested **once per year per class**. School would at all times seek to avoid activities and charges for Year 5 and Year 6 classes as these year groups take part in the PGL activities week and the MFL Day-Trip to Europe.
- Where possible all trips for KS2 classes will use public transport which is provided free to schools through the TFL.

It will be made clear to parents that:

- There is no obligation to make such a contribution
- Pupils will not be treated differently according to whether or not their parents made a contribution
- No pupil will be excluded from a trip because of non-payment
- If the total of voluntary contributions is less than the actual cost, and if the difference is too great, the trip may be cancelled for all pupils
- Where places on a trip are limited, they will be offered strictly on first come, first served basis
- Families experiencing extreme hardship/financial difficulties will be supported through discussions with the Head Teacher or Deputy Head Teacher
- On some occasions additional parent places may be available and these are charged for at cost price of the place.

## **2.1 Other Voluntary Contributions**

The school will ask for voluntary contributions to be made towards the costs of:

- Special events (drama productions, workshops, guest speakers etc) that enhance and enrich the learning experiences of pupils. (Up to £8 per event)
- Snack time/cooking activities in EYFS classes (Nursery and Reception) and the ARP unit which are outside of curriculum work. (£5 per term in these classes)
- School council organised events (e.g. non-uniform days, sponsored activities, fundraising etc.) (Up to £3.00)
- After-school clubs – for maintaining the upkeep of equipment and resources. (£7.00 per term)

## **2.2 Year 6 Residential Trip**

There is an annual Year 6 residential trip to an off-site activity centre. All pupils are expected to attend and participate fully in this activity. The governing body (recognising the value of this learning experience) has agreed for approximately 55% of the 'Board and Lodging' cost to be funded by the school each year.

Parents/carers are asked to contribute the remaining 45% of the cost. The school works with families who have financial difficulties. No child would be denied the opportunity to participate in the residential trip due to financial difficulties.

## **2.3 Year 5 European Day-Trip**

Currently an annual day trip to Europe (Belgium or France) takes place to enrich the MFL (Modern Foreign Languages) curriculum. The current contribution for this activity is up to £40 (2019) with the school subsidising the balance.

## **2.4 Optional Poland Trip**

Where the school offers an optional exchange visit to our partner school in Poland this is trip that families will opt in to. The school will be able to subsidise some of the costs related to insurance cover, transport to and from airport and accommodation. The maximum requested contribution for a 3 day visit would be up £200 per pupil (depending on external funding sources available)

## **3. Other Potential Charges and Costs**

- i. Individual Music Tuition: If pupils receive private music tuition lessons in school these would need to be paid for termly in advance. (Cost of lessons)
- ii. Items for sale: The school sells items such as school uniform, book bags, swimming hats and PE kit. These items must be paid for in cash or by cheque. (Refer to current price list)
- iii. School dinners: For families not receiving '**Free School Meals**', all meals consumed need to be paid for in advance to 'Harrison Catering Service'.

Pupils in Year 5 & Year 6 will not be served a meal unless their account is in credit. (Harrisons meal price)

- iv. School milk: Milk is provided free in EYFS classes. Pupils in Year 1 – Year 6 can opt-in to the milk scheme at the current price applicable.
- v. Nursery (30 Hour Provision): For families eligible for the 30 hour provision of funded nursery provision there is a £2.50 a day charge for lunch cover in between nursery sessions (11.30am – 12:30pm) (£12.50 weekly).
- vi. Nursery (Paid for hours): The school offers parents / carers the option to buy (pay) for up to 15 additional nursery hours £5.20 per hour or £78 a week. (Dependent upon place availability). {£5.35 per hour or £80.25/ week from Sept 2019}
- vii. Breakfast Club: The current breakfast club cost is £1.70 per day (£8.50 weekly) with up to 15% discount for those entitled to 'Free School Meals'. (£2.00 per day from September 2019).
- viii. Tuck Shop: The school council conducts a weekly tuck shop where some snack items and small drinks are available for purchase for amounts of 40p and 50p.
- ix. Spending Money: Pupils taking part in educational visits and residential activities may be given the option to bring spending money. This is not a requirement of any such visit. Pupils are responsible at all times for such money.
- x. Lost/damaged school materials: Parents/carers will be asked to pay the repair or replacement cost for damaged or lost school property. For scheme reading books this charge is £7.50 per book.
- xi. Documents authorisation: A charge of £15 is made for staff authorising official documents such as passport applications, home office or immigration documentation and drivers licenses.
- xii. Identity letters/ Proof of attendance: A charge of £6 is made for the preparation and production of any school letter requested to confirm identity, address or school status.
- xiii. Photocopying charge: A charge of £0.20 per page will be applied to bulk photocopying of policies, documents and records requested through FOI requests or by parents/carers or others.
- xiv. Lettings: (Please refer to the current Letting Policy).
- xv. Malicious Damage: For any item of school equipment that is deliberately/maliciously damaged due to pupil behaviour the replacement cost will be charged to parents/carers. (Cost of repair or replacement).
- xvi. Stay & Play Toddler Group: We ask families attending to make a 50p per session contribution towards running costs of the group.

- xvii. Adult Learning Classes: Parents / Carers taking part in funded courses of adult learning are asked to make a £5 contribution towards housekeeping costs for tea / coffee & refreshments. For **'ESOL courses'** participants are required to pay a £30 fee. This is fully refunded if above 90% attendance is achieved.

This policy will be reviewed annually (or as the need rises).