



Charging & Remissions Policy

Approved by Governors: July 2023

Review Date: July 2026

The Governing Body of Gaskell Community Primary School recognises the valuable contribution that the wide range of additional activities, including clubs, trips visits and residential experiences can make towards pupils' academic, personal and social education. The Governing Body aims to promote and encourage the school to provide such activities both as a part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means.

Purpose

Charges - The 1988 Education reform Act required all schools to make a statement about charges for certain activities.

Charging

The school will not require that pupils pay for, or supply, materials, books, equipment etc., for use in connection with education provided during school hours

There are two categories where the school may ask parents for financial contribution to meet the cost of an activity.

1. Where the activity is over and above the routine expectation of what would normally be provided by the school.

There is usually an obvious cost, to the school, associated with activities of this type. Even though the activity is likely to take place in school time it would be unreasonable to expect school to meet the full cost. Typical examples of activities falling into this category are day trips, admission to museums and theatres, transport costs, professional performances and demonstrations in school and when children are allowed to keep technical models and other resources which otherwise could have been reused in school.

Payment for activities in this category will be by 'voluntary contribution'. Parents will be informed how much money the school needs to raise for the activity to go ahead. Individual children would not be prevented from taking part in an activity if they are unable to pay the full amount but the school reserves the right to cancel an activity if insufficient funds can be raised. Where a family is unable to pay the full amount they would be expected to pay a small contribution towards the cost of the activity.

Payments are to be paid using the School Money website or at the school office, each parent/carer is provided with a password to access their account online. Residential trips will have payment plans with specific dates for payments to be made. Parents/carers will be notified by text message if payment is outstanding

2. Private tuition, residential visits, out-of-school-hour activities.

All of these activities are optional; even though they may be highly beneficial they are non-essential. Members of staff supervising these activities are often doing so on a voluntary basis. The school needs to be sure, before embarking on the activity, that any costs incurred will be offset by parental contributions. In the case of private tuition (musical instrument or other) the cost of tuition is normally paid by the parents direct to the external teacher. The school carries no pecuniary responsibility in this area.

Gaskell Community Primary School has a policy in place to ensure the repayment and recuperation of any outstanding debts incurred by the school on behalf of a pupil, including fees for school meals, Nursery provision, and after school clubs.

The school will take all reasonable measures to vigorously collect debts as part of its management of public funds. Each case is to be treated individually and the circumstances that have led to the outstanding debt will be taken into account to determine the best course of action and whether it is fair and reasonable to pursue the debt in its entirety if at all.

Gaskell Community Primary School is committed to adhering to legal requirements regarding charging for school food, activities and materials, and meeting all statutory guidance provided by the DfE.

BREAKAGES AND FINES

1. Parents will be requested to pay a nominal sum in the event of their child causing accidental damage or loss of property belonging to the school.
2. Parents will be requested to pay for the replacement of any school property which results from the wilful damage of their child.

LETTING OF PREMISES

At the present time the school does not let out the school premises to other users.

If the school decided to start to let the premises out the following measures and procedures must be put in place:-

1. Risk Assessment/s must be conducted by the school and where appropriate Risk Assessments requested from the user.
2. A Use of Premises agreement must be completed prior to use
3. If the party using the school is not a Council based organisation evidence is requested from the user re insurance.
4. Fire corridors/doors/exits are demonstrated to the user.
5. The Site Manager or similar is on duty from the school.

School Dinners

School dinners are at a cost of £2.30 each day and are to be paid for weekly using the School Money website or at the school office, each parent/carers is provided with a password to access their account online. Parents/carers will be notified by text message if payment is outstanding from the previous week. If a parent/carers has over £50.00 of outstanding debt for dinners they will be informed that they will have to provide their child with a packed lunch until the debt has been fully paid.

After School Club

The school operates an After School Care Club – Shining Stars from 3.15pm until 6pm Monday to Friday in term time only for Gaskell Community Primary School pupils only.

The cost of the club is as follows:

3.15pm until 4.15pm	£3.50
3.15pm until 5pm	£6.00
3.15pm until 6pm	£8.00

If a child is attending a free sports club after school until 4.15pm the charges are as follows:

4.15pm until 5pm	£3.50
4.15pm until 6pm	£6.00

The school also has a special offer where a child attends the club every day on the same pattern for 5 days where the 5th day is at a reduced rate.

3.15pm until 4.15pm	£1.75
3.15pm until 5pm	£3.00
3.15pm until 6pm	£4.00

Payments are to be paid weekly using the School Money website or at the school office, each parent/carer is provided with a password to access their account online. Parents/carers will be notified by text message if payment is outstanding from the previous week. If a parent/carer has 2 weeks of outstanding debt they will be informed that their place in the after school club will be cancelled until the debt has been fully paid.

Breakfast Club

The school operates a daily Breakfast Club from 8.15am until 8.45am Monday to Friday in term time only for Gaskell Community Primary School pupils only.

All pupil premium children can attend the Breakfast Club free of charge. For non pupil premium charge there is a charge of £1.00 per day.

Bookings for all children are to be made online on the School Money website. If your child is not eligible for the free place the daily payment of £1.00 must be paid weekly using the School Money website or at the school office, each parent/carer is provided with a password to access their account online. Parents/carers will be notified by text message if payment is outstanding from the previous week. If a parent/carer has 2 weeks of outstanding debt they will be informed that their place in the Breakfast club will be cancelled until the debt has been fully paid.

Nursery Provision

Gaskell Community Primary School have an onsite nursery provision for children aged 3-4 year old. All 3 year old children are entitled to 15 hours free funded nursery education per week in one setting from the term following their 3rd birthday. If additional 15 hours are required whilst at Gaskell Community Primary School charges will be incurred at £10.00 per session and £2.30 for each school dinner.

Payments are to be paid each week using the School Money website or payment at the school office, each parent/carer is provided with a password to access their account online. Parents/carers will be notified by text message if payment is outstanding from the previous weeks. If a parent/carer has 4 weeks of outstanding debt they will be informed by letter that their additional care and/ provision will be cancelled until the debt has been fully paid.

Remissions

In circumstances of family hardship the Governors may wish the school to remit the cost to certain parents. Parents in these circumstances should apply in confidence to the Headteacher.