

Mendell Primary School



Charges, Voluntary Contributions and Remissions Policy.



Adopted by Governing Body: January 2023

To be reviewed: January 2025 (or earlier if significant changes)

Aspire Challenge Achieve

Mendell Primary School

Charges, Voluntary Contributions and Remissions Policy

1. Admissions

There is no charge for admissions.

2.School Meals

There is no charge for children who are entitled to free school meals (FSM) or Universal Infant free school meals (UIFSM). Pupils who are not entitled to free school meals will be charged a set amount per day decided by the Governing Body. See current schedule of charges.

3.Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examination list, where children have been prepared for examinations by the school. However, if the pupil fails, without good reason, to meet an examination requirement, the school may recover the fee incurred from that pupil's parents or carers.

There is no charge for examinations that are not on the set list, but have been arranged by the school.

There **is a charge** of the examination entry fee if the registered pupil has not been prepared for the examination at the school. (See Optional extras under Section 5).

4.Activities that take place during school hours (this does not include the break in the middle of the day).

There is no charge for activities during school hours with the exception of music tuition (See Section 8).

We may charge for:

- Books and materials that the parent/carer wish the child to keep and the cost will be made clear to the parents/ carer before charge.
- Optional Extras (Section 5).

5.Activities that take place outside of school hours (Non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools;
- part of the syllabus for a public examination that the pupil is being prepared for by the school;
- part of the school's basic curriculum for religious education.

Optional extras

The school will charge for optional extras. Optional extras are:

- Education provided outside of school time that is **not**:
 - a) part of the National Curriculum;
 - b) part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination at the school.
- Transport that is not taking the pupils to school or to other premises where the local authority or Governing Body has arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.
- Extended day services:
 - a) Before and after school activities.

The cost of optional extras - see current charges

The Headteacher will decide when it is necessary to charge for optional activities, and the level of charge will be set annually by the Headteacher on the recommendation of the Finance, Pay and Personnel Committee.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge. (See Section 12)

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teacher engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges are made.

6. Activities that take place partly during school hours, either on or off site.

Where the majority of a non-residential activity takes place during the school hours, the charging of the activity will be the same as outlined in Section 4.

In cases where the majority of a non-residential activity takes place outside of school hours the charge does not include the cost of alternative provision for those pupils who do not wish to participate. So no charge is made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as outlined in Section 5.

7. Residential activities/visits

Our school will not charge for:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents and carers will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Parents/ carers who can prove that they in receipt of certain benefits, may be exempt from paying this cost. (See Section 11 for more guidance on remissions).

Travel

Travel charges may apply when the residential activity take place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an option extra where charges are made.

Activities

The school may charge for residential activities that fall outside of school hours. (See Section 5)

8. Music tuition within school hours

Mendell Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by pupils or, the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school will charge for teaching requested by parents/carers and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles), to play a musical instrumental or to sing. The cost of these lessons will depend on the size and duration of the class, as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the pupil. This includes instruments, music books and examination fees.

Mendell Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition. Therefore, charges made for music tuition within school hours may be partially remitted for pupils on free school meals. See Current charges.

There is no charge for vocal or instrumental tuition for a pupil who is looked after by a local authority (within the meaning of Section 22(I) of the Children Act 1989).

9. Extended services

Mendell Primary School is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide high quality learning opportunities either side of the school day. Extended services incur a charge but the charge will not exceed the cost of the activity and no parent will be asked to subsidise others.

10. Damage to property and breakages

Where school property has been willfully damaged by a pupil or parent/carer the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges are made will be decided by the Headteacher and dependent on the situation.

11. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Income related employment and support allowance
- Support from NASS (National Asylum Support Service under Part VI of the Immigration and Asylum Act 1999)
- Universal Credit
- Working Tax Credit run-on
- Guaranteed Element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190.

Children of families who receive these payments are also entitled to free school meals. Parents/carers who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils and this will be determined by the Governing Body and Headteacher.

12. Voluntary contributions

Mendell Primary School may ask for voluntary contributions to school to fund activities and visits that will enrich the education of our pupils.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to parents by the school. If the activity is cancelled all monies paid will be returned to parents/carers.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents/carers to make a contribution.

13. Inability or unwillingness to pay

Mendell Primary School is committed to ensuring fair access and treatment of all pupils. This means that no child is excluded from an activity because the parents or carers of that child are unwilling to or unable to pay. If there is insufficient funding for an activity or visit, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

This policy, charges and remissions will be reviewed on an annual basis by the Governing Body of Mendell Primary School.

CURRENT CHARGES: January 2023

Dinner Money - Pupils

From 1st September 2015 Mendell Primary School charges an amount of £2.20 per pupil, per each school meal taken.

Milk

Milk is distributed to those children who are entitled to free milk, i.e. pupils under 5 years of age and those children who are on the Free School Meals Register.

For those who do not receive free milk, parents/carers are given the opportunity to purchase milk direct from www.coolmilk.com

Staff meals

Full two-course meal with drink - £2.65 (including VAT)

Music Tuition - Small Group Tuition

Guitar and Keyboard lessons available with Simon Harper Music.

Parents/carers should pay directly. Please contact

simonharpermusic.co.uk/mendell-primary-school/ for prices and availability.

Before and After School Club (SKY Club)

Mendell Primary School operates a before and after school club for which there is a charge. Please contact SKY for current charges.

After School Extra- Curricular Activities / Clubs

£5.00 per club per term

Distribution of leaflets to school community.

£5.00 per occasion.

Charges will be reviewed on an annual basis

Schedule of Charges for Hiring School Premises January 2023

Use of school hall:	£25 per hour or £100 a day
Use of playing field and playgrounds: (Where school building is not used)	£25 per hour £800 per annum, weekly usage