



# Cedars Primary School

## Charging & Remissions Policy

### **Aims & Objectives**

The aims of this policy are to set out what the school will charge and will not charge for or request a voluntary contribution towards, from parents/guardians. We are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

### **Admissions**

There is no charge for admissions or Education provided during school hours (including the supply of any materials, books instruments or other equipment).

### **School meals**

There is no charge for children who are entitled to free school meals or infant free school meals (KS1 pupils). Free school meals are available to families in receipt of certain benefits. Pupils who are not entitled to free school meals will be charged. The cost of school meals are agreed by the Governing Body. The charge for a school meal is £2.10 per day, £10.50 per week.

All those who pay are requested to do so on a Monday morning for the week. Reminders are sent periodically up to a maximum debt of £20 if payment has not been received. After such time, pupils are not able to stay for a school dinner until payment has been received.

Transport or admission costs for swimming lessons or for visits to museums, etc. during school hours will be met by the school.

The school may request voluntary contributions towards the cost of some activities planned during school hours.

### **Voluntary contributions**

Cedars Primary School may ask for voluntary contributions towards the cost of school time activities to fund activities that will enrich our pupils' education.

Where parents are asked for a voluntary contribution towards the cost of: an activity which takes place during school hours; school equipment or school funds generally, the contribution will be genuinely voluntary, and pupils of parents who are unable or unwilling to contribute will not be discriminated against.

Where there are insufficient voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

On residential trips that take place wholly, or mainly, during school hours the school will charge for the cost of board and lodging at the actual cost of the provision.

Children whose parents are in receipt of some specific support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges. A similar entitlement will apply where the trip takes place outside of school hours but it is necessary as part of the national curriculum or the syllabus for religious education.

Where music tuition or singing tuition is not an essential part of the national curriculum charges may be made.

### **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
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Parents 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 for pupils, and this will be determined by the Head teacher or Governing Body.

### **Inability or unwillingness to pay**

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

### **Damage to property and breakages**

Where school property has been wilfully or recklessly damaged the school may charge those responsible for some or all of the cost of repair or replacement. Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

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.

## **Extended Services - Breakfast Club**

The breakfast club commences at 8:00 am in the morning at a charge of £1.00 per session or £5.00 for the full week. Children may attend every morning or for adhoc sessions.

## **Other Charges**

- A charge of £10.00 will be applied for DBS Disclosures for school volunteers who wish to volunteer in school for their own benefit and learning. If the school requires volunteers for any learning or other aspects of work the school will pay full cost of the DBS and the volunteer will not incur and charges.

## **Governors' Allowances**

The Governors at Cedars Primary School are in agreement that expenses incurred will not be reimbursed with the exception of expenses incurred above and beyond normal practice. Any such expenses will require prior agreement by the Headteacher / Chair of Governors.

## **Lost ID / Swipe Cards**

A fee of £20.00 will be charged for production of a replacement ID/swipe card.

## **Additional Fees for Nursery**

We are now able to offer a variation of hours in our Nursery (morning and afternoon sessions only or 2 ½ days either Monday – Wednesday or Wednesday – Friday). We also offer 30 hour Nursery Places for children aged 3 and above.

We are offering the opportunity to purchase additional sessions during school term-time. These extra sessions are in addition to each child's free entitlement of 15 hours per week.

## **Additional Sessions:**

Morning session: 8.30am – 11.30am - £12.00

Afternoon session: 12.15pm – 3.15pm - £12.00

*Lunch will be provided FREE of charge for children who stay for the whole day.*

Extra sessions must be paid in advance per term and are non-refundable.