

# CHARGES, REMISSIONS AND LETTINGS POLICY

## WHOLE SCHOOL 2024-2025



At Barkisland CE VA Primary School, we offer a varied and engaging curriculum to inspire children's learning. Where education is provided wholly or mainly during school hours, it should be free, however, there are times when we will ask for a voluntary contribution to cover the cost of certain activities e.g. class trips, visitors, residential and extra-curricular clubs.

We operate an online payment system. This is our preferred option for any contributions from parents/carers. This allows us to keep accurate, up-to-date records of any payments made to school. This also enables parents/carers to make secure payments and also monitor payments made.

### School Meals

We are fortunate to offer excellent and nutritional school meals which are cooked fresh on site every day. Children can choose to enjoy a school meal prepared in school or bring their own meal in from home. All children eat together in the same dining hall. All children in Reception, Year 1 and Year 2 can enjoy a school meal free of charge, the cost is covered by the Universal Free School Meals grant from the Government. Some children may be eligible for Free School Meals due to benefits which their family receive. This information is held confidentially. For children choosing to have a school meal, which is chargeable, the daily cost is £2.50 per day / £12.50 per week. This is payable on School Spider.

### Kids Club

In order to support our families with childcare needs, we offer a school run and managed wrap around and holiday care. During term time, we open from 7.30am to the start of the school day (Breakfast) and from 3.30pm to 6.00pm (After School). During the holiday periods, we offer childcare from 8am-6pm. Children are cared for by qualified professionals within the school setting. Breakfast and tea-time snacks are also provided. Breakfast sessions are £5.50 per session, After School sessions cost £10 per session and a full day in Holiday club is priced at £27.50. Bookings and payments are made via School Spider. Childcare vouchers are accepted for Kids Club payments.

**Late collection fee £10 per child, per 15 minutes, or any part thereof, for collection after 6.00pm**

### Voluntary Contributions

Parents/Carers may be asked for a voluntary contribution towards the cost of:

- Any activity or visitor which takes place during school hours
- Baking or craft activities where the child receives the goods

The contribution must be genuinely voluntary, and pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and no way can be found to make up the shortfall, the activity must be cancelled. Information on how the contributions are calculated and how each trip is funded is available on request from the school office; there may be occasions where a minimal amount has been added in order to cover administration costs.

Ways of making up any shortfall include using funds in the School Fund, BSA donations, the church, or any of the charities known to the school. The headteacher should make the necessary arrangements to cover the shortfall, or request authorisation from the Finance Committee to cover the shortfall from the School Budget.

We are unable to refund contributions for pupils who are unable to attend planned visits or trips due to unforeseen circumstances as payments will have been set to cover all cost incurred regardless of attendance. If the trip has to be cancelled and school is able to recoup all/any monies, parents will be reimbursed accordingly.

### Residential Activities

There are special rules which apply to residential activities. See 'Governors Guide to the Law' to determine whether an activity falls within school time.

Where residential activity takes place largely in school time, no charge can be made either for the education or for the cost of travel, however, we will ask for voluntary contributions to fund the trip. The voluntary contributions will purely cover the costs of a pupil; we will not ask parents/carers to make a contribution to cover the cost of staff members.

### **Extra-Curricular Clubs**

We provide a very varied menu of extra-curricular clubs. These usually take place during lunchtimes or after school. In order to provide such a variety, there is a charge for clubs. We ask that parents/carers help to cover the costs of these activities, but we work hard to keep the costs to a minimum. We charge £2 per session for each club so that all clubs are more affordable for all. Clubs are booked and paid for using School Spider.

### **Music Tuition**

All children study music as part of the National Curriculum and there is no charge for this. The school provides additional music tuition for Year 3, 4, 5 and 6 pupils as part of our music offer;

Year 3 learn to read music and play the recorder

Year 4 continue to read music and learn to play a valved brass instrument

Year 5 learn to play the ukulele and continue to read music.

Year 6 continue with their ukulele work and reading music. They will have a focus too on composition.

This weekly tuition has no charge to parents/carers. We do, however ask for parents/carers to cover the cost of the hire of the brass instruments. There are a variety of other taught musical session e.g recorders, ukulele where school fund this entirely. We work with Calderdale Music Hub to facilitate additional music tuition; this is chargeable direct with the parent and music tuition provider. More information on this can be sought from the school office or the Music Hub.

### **Management of Late Payments**

The school regularly sends out text reminders to families where payments are outstanding.

If despite these reminders, payments and accounts are not kept up to date, the school office will send out personal written communication (email/letter) to families.

**For every personal written communication sent, this will incur an admin charge of £10 each time.**

Where payments have not been made within a reasonable time frame a meeting with the Headteacher and parents will be arranged to discuss the issue further and a payment plan set up. This will be monitored closely and further action taken if needed.

### **Pupil Premium Funding**

As a school, we have decided that we will use pupil premium funding to cover the costs of any chargeable extracurricular activities, trips or visitors, for pupils in receipt of the funding due to free school meals, looked-after children (LAC), or children who have ceased to be looked after by a local authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order. This is communicated to parents/carers and conducted discreetly.

### **Financial Support**

We have set up a fund to support families who may benefit from short term financial support for payments to school.

This fund will be created from donations. This is regularly communicated to parents to request support from this fund and all contributor and benefactor information is held confidentially.

There may be occasions where the school will use exceptional circumstances if payments need to be subsidised from other sources. Only the Headteacher has the power to authorise this.

### **Deliberate Damage**

In the unlikely event of deliberate damage being made to any property of the school and its facilities, we will ask that a payment is made to cover the cost of any damage.

### **Late Collection from School**

If children have not been collected at the end of the school day by 3.45 pm, Kids Club will take over the childcare and parents/carers will be charged for this service at the full cost of an After School session which is £10.00 per child.

### **Lettings**

We offer parts of the school premises for external lettings e.g. fitness classes, social functions, sports training. The hourly rate for lettings starts from £25 per (dependant on the facilities required). A letting enquiry form is available from the school office for new letting enquiries.

### **Policy Monitoring and Evaluation**

***Revised and adopted by the Governing Body - March 2018 and revised January 2019, March 2020, March 2021, March 2022, March 2023, November 2023 and March 2024***