



Charges, Voluntary Contributions and Remissions Policy

June 2023

Version Control			
	Amendments	Date Reviewed by Govs	Next Review Date
V1.1	Page 2 - We do ask for contributions towards visitors e.g., Viking Day Page 4 - We may offer a subsidised rate. Page 9 - Hire of conference room added back in to list of changes Initial Equality Impact Assessment added	2 nd March 2022	March 2023
V1.2	Pages 6 & 7 – Review frequency changed to termly Page 7 – Comments added regarding regular payments and late payment charges	15 th June 2022	March 2023

This policy was approved and adopted by the Full Governing Body at their summer term meeting in June 2023.

Liscard 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.

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). However, school does ask for voluntary contributions from parents/carers to events in school where there is an additional cost for visitors to attend, e.g. Viking Day.

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- Books and materials that the parent wishes the child to keep and the cost will be made clear to the parents before charge.
- Optional Extras (Section 5)
- Music or vocal tuition (Section 8)

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 a syllabus for a prescribed public examination that the pupils is being prepared for at the school;
 - c) 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) Liscard Pirates Club – before and after school care, holiday club, etc.
 - b) Breakfast Club
 - c) Pre-school 2-year-olds and 3- & 4-year-olds ‘wrap around care’
 - d) 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 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.

Travelling time is included in time spent of an activity.

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 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 who can prove that they in receipt of certain benefits, may be offered a subsidised rate of 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 be subsidised for 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

Liscard 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 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.

Liscard 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(1) of the Children Act 1989).

9. Extended services

Liscard 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 small 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 wilfully damaged by a pupil or parent 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 Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children of families who receive these payments are also entitled to free school meals. 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 of 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

Liscard 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.

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

13. Inability or unwillingness to pay

Liscard 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 a termly basis by the Governing Body of Liscard Primary School.

CURRENT CHARGES: SEPTEMBER 2022 – AUGUST 2023

Dinner Money - Pupils

From 1st September 2022 Liscard Primary School charges an amount of £2.30 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 are given the opportunity to purchase a 189ml carton of milk on a daily basis at a cost of £0.25 per carton.

Breakfast Club

Breakfast is available for children at a cost of £0.50 per day and free for those children who are on the Free School Meals Register.

Staff meals

Full two-course meal with drink - £2.70 (including VAT)

Music Tuition - Small Group Tuition

Currently £45 per term (11 sessions) payable in advance. For those pupils on the Free School Meals' Register the cost is £22.50.

Before and After School Club (Liscard Pirates Club)

Liscard Primary School operates a Before and After School Club for which there is a charge. Please contact the school office for current charges.

Fees are payable on all sessions your child is booked into, even if they do not attend.

Four weeks written notice is required to cancel any/all sessions.

Pre-school 2-year-olds and 3-year-olds 'Wrap Around Care'

Liscard Primary School operates Wrap Around Care for which there is a charge. Please contact the school office for current charges.

Children who are attending full days as part of the 30-hour government funded provision will be charged £4.50 for Lunch Club – this will cover the cost of the school meal and snacks.

Fees are payable on all sessions your child is booked into, even if they do not attend.

Four weeks written notice is required to cancel any/all sessions.

Parents/Carers are encouraged to maintain a positive balance on all accounts.

A £5.00 admin charge will be added each week if payment is overdue by 10 working days.

Charges will be reviewed on a termly basis

Schedule of Charges for Hiring School Premises

1st September 2022 – 31st August 2023

Use of school hall:

used for dances and public performances	£25 per hour
used for meetings	£25 per hour

Gymnasium:

£25 per hour

Use of school premises for Garden Fete etc.,

£130 per occasion

Use of playing field and playgrounds:

with use of changing facilities, toilets etc.	<u>minimum let</u> of two hours for £40 then £20 per hour thereafter
where school building is not used	<u>minimum let</u> of two hours for £25 then £15 per hour thereafter

Fuel surcharge:

hall and gymnasium	£22 for the 1 st hour then £13.50 per hour thereafter
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Use of School Lodge:

Access to Diner and Family Room	
Family Support – 1.5-2 hours supervised contact	£25 per session
PAMS Assessment – 4.5 hours per session	£40 per session OR £110 for 3 sessions in a week
Conference Room or Meeting Room, including access to Diner	£100 per day £50 per half day
Refreshments only	£2.00 per head
Lunch and Refreshments	£5.00 per head

The Governing Body are willing to negotiate a reduced rate for non-profit making community use.

Initial Equality Impact Assessment - Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Charges, Voluntary Contributions and Remissions Policy				✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	✓

Question	Equality Groups																					Conclusion							
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No			
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓				✓			✓			✓			✓			✓			✓			✓			✓			
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓			
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓			

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
Julie Forsyth	26/05/2022		

Policy Evaluation					
Points to be considered	Yes	No	N/A	Please supply evidence	A statement outlining the overall effectiveness of this policy
• Policy annually reviewed	X			Governors Finance, Pay & Personnel meeting minutes 15/06/2022	
• Policy in line with current legislation	x				
• Coordinator in place	x				
• Nominated governor in place			x		
• Coordinator carries out role effectively	x				
• Headteacher, coordinator and nominated governor work closely			x		
• Policy endorsed by governing body	x			Governors Finance, Pay & Personnel meeting minutes 15/06/2022	
• Policy regularly discussed at meetings of the governing body	x				
• School personnel aware of this policy	x				
• School personnel comply with this policy	x				

• Pupils aware of this policy	x			
• Parents aware of this policy	x			
• Visitors aware of this policy	x			
• Local community aware of this policy	x			
• Funding in place			x	
• Policy complies with the Equality Act	x			
• Equality Impact Assessment undertaken	x			
• Policy referred to the School Handbook	x			
• Policy available from the school office	x			
• Policy available from the school website	x			
• School Council involved with policy development		x		
• All stakeholders take part in questionnaires and surveys			x	
• All associated training in place	x			
• All outlined procedures complied with	x			
• Linked policies in place and up to date	x			
• Associated policies in place and up to date	x			