



Milnrow Parish
Church of England Primary School
St James Street
Milnrow
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Charging and Remissions Policy

DATE:	<u>Summer 2018</u>
REVIEW DATE:	<u>Summer 2019</u>
SIGNED (HEADTEACHER)	_____
SIGNED (CHAIR OF GOVERNORS)	_____



MILNROW PARISH CE PRIMARY SCHOOL

CHARGING & REMISSIONS POLICY

AIMS:

This policy aims to set out what the school will and will not charge for.
This policy ensures that charges are fair for all parties.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Milnrow Parish CE Primary School is committed to the principle of free public education during the school day for all activities fulfilling the requirements of the National Curriculum, Religious Education and Collective Worship.

There are, however, some activities where exceptions are made and these are listed below: -

1. Individual Music Tuition

A charge may be made in respect of individual tuition in the playing of any musical instrument. The school currently engages the service of Rochdale Music Service in the provision of music tuition. Parental agreement is obtained beforehand and an invoice is sent out from the RMS via school. The School then collects the amount and passes it on to the Music Service

Further charges may be made for tuition books, sheet music and examination fees and accompaniment. Such examinations are optional extras and parental agreement is sought beforehand. Instruments can be rented through the Rochdale Music Service or the children can use their own instrument. Parents are encouraged to insure Music Service instruments through their own Home and Contents Policies.

It is important to note that all the tuition received is extraneous to the requirements of the National Curriculum and prescribed syllabi for public examinations. Music tuition, which fulfils the requirements of the National Curriculum, is provided through normal teaching activities during the school day.

The school may provide subsidy/remission for individual children depending on their circumstances.

2. Educational Visits

Nothing in legislation prevents a school governing board from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing board or head teacher should make this clear to parents at the outset.

The governing board or head teacher should also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from any activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it's voluntary and not compulsory. Schools should avoid sending colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates should not be sent to parents when requesting contributions.

3. Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours or which is not part of the national curriculum, a charge up to the cost of the activity may be levied.

4. Residential Visits

When organising a residential visit the cost of the trip will be passed onto the individual pupil exclusive of VAT. If a child is in receipt of free school meals a subsidy (determined by the Head Teacher) will be deducted from the cost of the trip. Places on a residential trip are by invitation only and places are confirmed once a deposit is received and the amount is paid in full.

5. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resources Committee and set out in the Lettings Policy.

6. Bank Charges

Any charges made to the school or school fund bank account in respect of returned cheques will be passed on to the person who issued the cheque.

7. Breakages, Losses and Fines

The school reserves the right to ask parents to pay the full amount for the cost of breakages, acts of vandalism, loss of or damage to books where this results from a pupil's behaviour or negligence. Each case is individually assessed before parents are invited to provide restitution.

8. Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity.

9. Cooking, Science and Design Technology

Parents may occasionally be invited to contribute to the cost of cooking, science and design technology activities on a voluntary basis. Items included are materials and ingredients, particularly when the child / parents has ownership of the finished product or the costs of the activity are considered expensive.

10. Remissions

The Governing Board may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited to apply, in confidence, for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

11. School Meals

The Governing Board determine the cost of school meals to be that suggested by the Council's contractor, Facilities Management. Any increases will be communicated to the parents and guardians in good time for them to send in the appropriate payment. If parents are two weeks behind with their dinner monies then parents will be asked to move their children to packed lunches in the first instance until the money is paid up. If the parents continue to be in arrears these debts will be referred to the Council to be collected by their debt collection agency.

12. School Milk

All schools are obliged to offer milk on a daily basis to all primary aged children. This should be provided free of charge to all children in nursery and in KS1 and to children in KS2 who are entitled to a free school meal. The governing board does have the discretion to charge the parents of all other children who take up the offer of school milk.

13. Before and After School Club

The Before and After School Club will run from 01.09.18. The club is for children at Milnrow Parish CE Primary School exclusively. The headteacher has discretion to allocate places paid for by pupil premium should there be an identified need for this. Parents / Guardians will be charged as below:

Charges £4.00 for the morning session regardless of start time and the afternoon session charges are £4.50 until 4.30pm and £6.00 to 5.45pm. A late collection fee of £10.00 per child per session will be applied.

Staff working in the Before and After School Club will not be charged for their own children who attend the club.

Governors who are attending school in an official capacity will not be charged for use of the club.

These charges will be reviewed annually

If parents are two weeks behind with their before and after school club fees then parents will be asked to remove their children in the first instance until the money is paid up. If the parents continue to be in arrears these debts will be referred to the Council to be collected by their debt collection agency and the child / children will not be allowed to attend the club.