



Castlecroft Primary School **Charging, Remissions and Arrears Policy 2023/24**

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However, for certain activities or optional extras we may charge or ask for voluntary contributions. Any charges made will not exceed the actual cost of providing the activity.

In accordance with Sections 449-462 of the Education Act 1996, the Governors have drawn up the following charging and remissions policy. This was approved by the Finance Committee of Castlecroft Primary School on 27th June 2023 and will be reviewed annually. This policy shall be made available on the school website and paper copies to parents or carers on request.

Voluntary Contributions

The school may ask parents or carers for voluntary contributions for the benefit of the school or towards school activities. For example, contributions towards school fund, fund raising, and costs associated with school trips and visits.

School Trips and Visits

When organising school visits which enrich the curriculum and educational experience of the children, the school will write to parents asking them to contribute towards the cost. No pupil will be left out because a voluntary contribution has not been received. However, if there are insufficient voluntary contributions, the school may be left with no choice but to cancel the visit. It will be explained to parents or carers at the planning stage if this is likely to be the case. Parents or carers who have contributed would then receive a refund. The school will make it clear at the outset what the policy for allocating places on school visits will be.

If a child is unable to take part in any visit or activity through illness, then a refund would be issued, less any financial commitments that have already been made. E.g., transport costs and/or admission costs.

Governors have agreed to subsidise some trips at their discretion.

Residential Visits and Overnight stays

Where a school activity involves pupils staying on nights away from home, there will be a charge for board and lodging. Parents or carers who are in receipt of the following support payments are entitled to claim remission from the payment of the board and lodging charge: -

- 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)

All other costs involved in residential visits are asked for as voluntary contributions. If a child is unable to take part in the residential visit through illness, then a refund would be issued, less any financial commitments that have already been made. E.g. transport costs, accommodation costs and/or admission costs.

30 hours Childcare - Lunchtime Supervision Charge

In addition to the 15 hours free childcare provided to children the term after their 3rd birthday, Castlecroft has a limited number of places available under the 30 hours childcare scheme. Subject to availability, an additional 15 hours may be offered, these hours are to be spread evenly over the school week, up to a maximum of 3 hours per day.

A lunchtime supervision charge of £4.50 is payable for each day that the child attends Nursery. There will not be a lunchtime supervision charge if your child is absent from school due to illness, is on a school trip that requires supervision over lunchtime or if the parent arranges for the child to be cared for at home over the lunchtime period.

Childcare Vouchers

School Trips, Visits, Residential Visits and Overnight stays cannot be paid for using childcare vouchers, other employer schemes or via tax free childcare, as they are not classed as 'approved childcare'.

Optional Extras

Out of hour's activities and clubs are classed as Optional Extra's. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- **Breakfast Club and After School Club**
Charges are made for attendance at the Breakfast Club and After School Club. There is a separate policy detailing these charges.
- **Sports Clubs**
Castlecroft Primary School currently offers football as an optional extra each Friday after school. This activity is chargeable at £3.00 per session.

Should arrears occur, through non-payment, where the amount becomes significant and verbal requests have been ignored then an official written request will be issued detailing a payment deadline. Should this deadline be missed no further access to the Club will be granted until payment has been made. If payment is still not made and the outstanding amount is in excess of £75.00 the debt may be forwarded to Wolverhampton City Council for collection.

Additionally, a range of other sports clubs take place, at various times of the year, after school but there is no charge made to parents for these.

Other Clubs

A cooking club is also offered after school one evening per week. The charge for this club is £25 for a half term of 5 x 2 hour sessions. Ingredients will need to be provided from home.

Music Tuition

Instrumental music tuition is currently available and are charged at £5.00 per lesson up to the value of £60.00 per term, with effect from 1.9.23., (subject to completion of an Instrumental Tuition Agreement). As there will be more than 10 lessons a term there will be no refunds if a lesson is cancelled unless the number of lessons per term drop below 10, then a refund will be offered. No profit is made from the provision of instrumental tuition.

Lessons will be invoiced prior to the start of a new term and will need to be paid for in full before commencement of lessons. If a child decides they no longer wish to take music tuition, there will be no refund for the terms payment as at this point the school is committed to paying the annual invoice to the music tuition provider.

Parents or carers who are in receipt of support payments (as listed previously) are entitled to claim full remission from the payment.

Should arrears occur, through non-payment, where the amount becomes significant and verbal requests have been ignored then an official written request will be issued detailing a payment deadline. Should this deadline be missed no further access to Music Tuition will be granted until payment has been made. If payment is still not made and the outstanding amount is in excess of £75.00 the debt may be forwarded to Wolverhampton City Council for collection.

Charging for School Equipment

No charge will be made for materials, books or equipment needed for lessons. The only exception to this is, where wilful damage to the equipment by the child has taken place. A contribution towards the cost of replacement shall be requested.

School Meals

With effect from 01.09.2021 Castlecroft Primary School is being charged £2.41 for each Universal Infant Free School Meal (UIFSM) and for each junior meal they provide. The Governors have agreed to charge parents/carers £2.80 per junior paid meal and £1.80 per discounted/flexible meal with the money saved used to offset repairs and maintenance to the kitchen. This will be effective from 1.9.2024.

To be eligible for a discounted/flexible charge meal parents/carers must meet a certain criteria of being a low-income family in receipt of working tax credit as permitted under the flexible charging framework (Education Act 2011).

Children in Early Years Education are eligible to receive a free meal under the Universal Infant Free School Meal Scheme currently in place.

To be eligible for a free school meal where no charge is made for the provision of a school meal (separate to the UIFSM) parents/carers need to be in receipt of support payments (as listed previously).

Should arrears occur, through non-payment, where the amount becomes significant and verbal requests have been ignored then an official written request will be issued detailing a payment deadline. Should this deadline be missed no further school lunches will be provided and a packed lunch will need to be sent in daily until payment has been made. If payment is still not made and the outstanding amount is in excess of £75.00 the debt may be forwarded to Wolverhampton City Council for collection. For further information please refer to our Meals Payment Remissions and Arrears Policy.

Milk

There is provision to provide $\frac{1}{3}$ pint (189ml) free milk per day to children under the age of 5 years attending approved day care facilities for 2 or more hours per day. Our milk suppliers currently cease delivery of free milk the week before a child turns 5 years of age.

Children aged 5 and over that are registered to receive free school meals are also entitled to receive free school milk. Milk will be available at lunchtimes with school meals.

Uniform

In addition to Bradsparts, located in Bilbrook School uniform can be purchased from the School Office – where a current price list is available.

Paying for Information

Where parents or members of the public request copies of information under either the Data Protection Act or the Freedom of Information Act, the Governors can make a charge for providing copies of information. Details of charges are provided in the schools Data Protection policy and FOI Publication Scheme.

Lettings

All persons or groups wishing to hire school premises should complete a letting application form and read the terms and conditions of hire. Charges for lettings are set by the Governing Body, however the Local Authority do suggest minimum amounts. At present there is one letting to use the school field and playground area.

Receipts

An online payment facility or Pay Point facility is used for parents and carers to make payments relating to Out of Hours Club fees, School Trips, Music Tuition and to pay for School Meals so no receipt is required.

Policy Review Date

This policy will be reviewed during Summer Term 2024.