



## **Ashlands Primary School Charging & Remissions Policy**

***"Where every child has the chance to shine"***

### **This policy embodies our Ethos Statement – Safe Children at Ashlands**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, and currently do not charge for individual or small-group music tuition provided by school. Music lessons provided by Bradford Music and Arts are chargeable and invoiced directly by them to the parent / carer. School does not charge for books, materials, equipment, and instruction in connection with the National Curriculum except where parents have indicated in advance that they wish to purchase the item.

### **Voluntary Contributions**

When organising school trips or educational visits to enrich the curriculum and the educational experience of the children, the school may ask parents to contribute to the cost of the trip. All contributions are voluntary, but if school does not receive sufficient voluntary contributions, it may be necessary to cancel the trip. Children who are eligible for Pupil Premium receive free school trips and education visits and a 50% subsidy on residential trips. If a trip goes ahead, it may include children whose parents have not made any contribution or have made a reduced contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays wholly for a trip/event or subsidises the cost in order to support the trip/event. Parents have a right to know how each trip is funded and the school will provide this information on request.

The following is a list of additional activities, organised by the school, for which the school may request voluntary contributions from parents.

These activities are known as 'optional extras'. This is not exhaustive:

- Visits to museums.
- Sporting activities which involve transport expenses.
- Outdoor adventure activities.
- Visits to or by a theatre company.
- Musical events.
- Visits from other suppliers e.g. circus, animal visits.
- Small donations to cover items made in school as part of the curriculum, and taken home by children, may be requested e.g. cooking, DT projects

### **Residential Visits**

Any residential trips outside of school time would be charged at the full cost and children who are eligible for Pupil Premium receive a 50% discount. Parents who would like their child to attend but find the cost prohibitive are asked to

Contact the school office in the first instance to discuss how the cost may be met, this could be either longer payment terms or a payment plan. All conversations are dealt with in the strictest confidence.

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is also no charge for children who attend Razzmatazz or choir or who have individual music lessons as part of Razzmatazz.

Other music tuition provided by Music and Arts Service from Bradford Council are charged by them directly.

### **Swimming**

The school organises swimming lessons for children in Years 3 & 4. These lessons take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part.

### **After School Activities**

Throughout the school year we offer a range of after-school clubs run by school staff. For these clubs there may be a small charge to contribute to the cost of materials.

Other clubs run by outside providers are charged at the rate set by them. Some sports clubs e.g. Football are run in partnership with Inspiration Tree. School may subsidise part of the cost.

See the After-School Club Policy for further details.

### **Saplings**

Charges are made for children attending Saplings, our before and after school group. Full details may be found in the Saplings Access and Charging Policy.

### **Nursery**

Charges are made for children attending Nursery when the hours attended exceed their funding entitlement, or for care hours during lunchtime, and for meals when provided. Full Details may be found in the Nursery Terms and Conditions Policy.

### **Holiday Activities**

A charge is made for holiday activities that take place on school premises. These charges are set and collected by the external provider.

### **Wilful or Negligent Damage to school property**

Where appropriate, the Headteacher may decide to ask parents for a contribution towards replacing damaged or lost school property caused by their child being negligent or causing wilful damage. A charge of £5 is made towards the cost of a replacement for lost library books.

## **School Meals**

There is a charge for school meals for Key Stage 2 children. Key Stage 1 and Foundation Stage children currently receive their meals free under the Universal Free School Meal Scheme. From September 2021 school governors made the decision not to charge children in nursery for a school dinner. Parents are able to send their child with a packed lunch if they would prefer. Parents are requested to pay for meals promptly. Any outstanding debts will be pursued in accordance with the School Meal Balances Policy. School meal prices are reviewed by governors each year. Please view the school website for further details.

## **School Milk**

Milk is provided free of charge to Foundation stage children and to children who qualify for free school meals on income grounds. Milk is available to other children in school at a charge set by governors. School milk prices are reviewed by governors each year.

## **Remissions**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that children who qualify for pupil premium are eligible for:

- Free school trips and educational visits.
- A 50% subsidy on residential visits
- Assistance towards the cost of school uniform
- Free school milk
- Free music lessons
- Free places are available on the after school sports and holiday clubs that run at Ashlands.

Eligibility for Pupil Premium is determined through free school meal eligibility and includes families whose joint family income is less than £16,190 per year or are in receipt of any of the below benefits:

- 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)

Parents / carers who believe they are eligible for free school meals should apply via <https://www.bradford.gov.uk/benefits/applying-for-benefits/free-school-meals/> and should contact the school office if they need any assistance in applying.

Families in need of support should contact the Headteacher in the strictest confidence. The Governing Body, through the Headteacher, deal sympathetically with any families who express difficulty in meeting costs incurred by school.

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils and adults participating. There will be no levy on those who can pay to support those who are unable to do so.

If a child is absent from school on the day of a visit, a refund may be considered, if requested, provided no costs have been incurred by the school. If costs have been incurred, no refund is available.

## **Lettings**

The Finance Officer is responsible for raising invoices for lettings. Please see the Lettings Policy and Scale of Charges Policy for further information.

## **Monitoring and Review**

<b>Review Interval:</b>	Annually
<b>Last Reviewed:</b>	December 2021
<b>Next Review:</b>	December 2022