



Fleet Primary School

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Charging and Remissions Policy

Statement of Intent:

The Governors and staff of Fleet Primary School are committed to a free and comprehensive education which ensures equality of access and opportunity to all pupils.

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Head Teacher: Don McGibbon

Chair of Governors Signature: Marcus Boyland

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Introduction:

At Fleet we want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial circumstances.

This policy sets out our school approach to charging and remissions, and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and so all children are able to access all the provision on offer.

1. Admissions:

No charge will be made for admission to a place at Fleet

2. School Meals:

- No charge will be made for pupils entitled to 'free schools meals' (FSM).
- Universal Free School meals (UFSM) applies to all children in Reception, Year 1 and Year 2 regardless of working or benefit status.
- Nursery children **do not** qualify for UFSM.
- If your child gets UFSM you should also apply for official Free School Meal (FSM) status if you think your child might qualify. It is important that you complete the online application form (or a paper copy in the school office) so that this information is on record. Lots of school funding is determined by FSM eligibility and therefore it is important to ensure the school receives the funding it is supposed to so that our FSM information is accurate. This also avoids any situations where children go from universal free school meals in year 2 into year 3 and start getting charged for meals they could have been eligible to have for free. If applications are made late, eligibility cannot be backdated and therefore bills accrued need to be settled.
- You must inform the office in advance of any changes to your child's lunch arrangements. If we are not informed they are stopping school dinners and instead are moving to packed lunch a school dinner will continue to be ordered for them and you will be liable to pay for it.
- If you do not qualify for FSM the charge per meal is determined by the local authority. Parents/carers will be informed on any changes to the charge for school meals through the school newsletter and other school means of communication.
- Payment for meals should be made in advance either at the school office (by cash or cheque) or online using Scopay.com (once they have set up an account through the school office). You may pay weekly, monthly or by term.

ADDENDUM TO SCHOOL MEALS CHARGING

- The London Mayor has agreed a programme of free school meals for all children from Reception to Year 6 regardless of status.
- This means from the time of the programme starting (September 2023) to the end of the programme (at time of writing agreed until end of academic year 2024-25) there is no charge to pay for a school meal.
- However, to ensure that school receive the funding per-pupil we are entitled to to support the educational costs of running the school we would ask all families to apply for the FSM status. Many of the formula's used to decide funding for schools using the number of FSM children on the school role.

3. Activities for pupils that take place during school hours

- 'school hours' are those when school is actually in session and do not include the break in the middle of the day or before/after school clubs.
- No charge will be made for activities provided during school hours (with the exception of school trips, and some 1-1 and group music tuition, *see Section 8*).

- With regard to school trips and other events such as guest speakers or visitors facilitating activities, parents and carers will be invited to make a donation. The school will inform the parents/carers of upcoming events with details of any donation sought. No child will be prevented from benefitting if their parent/carer does not make a donation. However, for certain activities, price restrictions may mean that if many parents/carers do not make a donation, then the school may have to cancel the event or seek an alternative means of delivering it to the children.
- No charge will be made for using public transport during school hours e.g. to swimming.

Swimming

- The school organises swimming lessons for some classes in Key Stage 2. These take place in school time. There is no cost to parents/carers for this activity but children do need to provide their own swimming costume including swimming hat.

4. Activities for pupils that take place outside school hours (non-residential)

- No charge will be made for an activity that takes place outside school hours when it is:
 - a) A necessary part of the curriculum
 - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) Part of the school's basic curriculum for religious education

Clubs

The school can charge for clubs that take place outside school hours – either before school, lunchtime or after school.

- Children need to sign up for the clubs they want at the start of each term.
- For some clubs there will be a charge. This will be stated clearly on the application form given to each child to apply.
- For clubs with a cost the charge will normally be £2.00 per session per child. If they are in receipt of free school meals clubs are charged at £1.00 per session per child.
- From time to time, the school will be made aware that a family may be struggling financially and although their children would benefit from attending school clubs, they cannot afford to pay. In this instance, the case will be discussed with the head and deputy and one of the following decisions will be taken;
 - a) The children attend at a reduced rate – review this decision at the end of the term
 - b) Sponsor the child to attend for free – review this decision at the end of the term

Breakfast Club

- Breakfast club runs from 8-8.40am.
- The charge from 8.00-8.30am is £1.00 per day.
- Children can come in to breakfast club after 8.30am for no charge.
- Parents/carers have the option to pay on the morning in breakfast club or can pay in advance at the school office. All monies collected will be used to staff an additional adult and buy food and refreshments for the Breakfast Club.
- From time to time, the school will be made aware that a family may be struggling financially and although their children would benefit from attending the Breakfast Club, they cannot afford to pay. In this instance, the case will be discussed with the head and deputy and one of the following decisions will be taken;
 - c) The children attend at a reduced rate – review this decision at the end of the term
 - d) Sponsor the child to attend for free – review this decision at the end of the term
- Bagels or equivalent are available to all children arriving on site from 8.30-9am with no charge.

5. Activities that take place partly during school hours either on or off site (non-residential)

- Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, *and will apply the same criteria to charging as set out in section 3.*
- If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, *and will apply the same criteria to charging as set out in section 4.*

6. Residential

There are two annual residential school activities – Year 5 go to Sayer’s Croft Outdoor Centre in Kent and year 6 go to the Gower Peninsula in Wales. Governors hope that all Year 5 and 6 pupils will be able to take part in their School Journey. Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. The charges will not exceed actual costs.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to a subsidy of the charge for board and lodging:

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- The guaranteed element of State Pension Credit

We endeavour each year, to raise money to support these trips so that no child will miss out due to financial hardship. If you think you will struggle to meet the cost of either of these trips please make time in advance to speak with the head teacher or deputy head teacher so that they can consider either a reduced rate or sponsoring the cost. Each instance of this will be dealt with on a case by case basis in strictest confidence.

7. Music tuition within school hours

At Fleet we value the arts and music and invest as a school heavily in providing whole class instrument tuition as part of our wider opportunities’ curriculum and at no extra cost.

- No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, books etc).
- No charge will be made for a programme in which the whole class engages with the KS2 Programme of Instrumental Tuition (Wider Opportunities).
- For 1-1 or group music tuition, outside whole class lessons, we work with Camden Music Service. Parents can sign up their children for these lessons delivered by specialist tutors within school hours. Payment is charged directly by Camden Music Service to the parent/carer. They offer a remittance for pupils on free school meals/pupil premium in order to ensure specialist music tuition in accessible and affordable for all children.

8. Nursery Provision

The responsibility for determining the admissions for nursery age children is managed by the school office following the Local Authority Guidelines on general admission to school. Fleet currently offers 26 full time places.

At the time of writing this policy, there will be no cost to parents/carers on agreement they complete the applications for both the DfE additional 15 hour places and the Camden enhanced funding application. However, these free full-time places are under constant review by the school’s governing body in light of

school budget pressures and may change at any time. The finance and staffing sub-committee of the School's Governing body review this funding arrangement in the Spring Term meeting each year and as such is subject to change.

9. Damage to property and breakages

- We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the head.
- We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the head.

10. Remissions and Concessions

We will comply with legal requirements for remissions as outlined throughout this document, for any pupils defined as eligible. We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the head. The circumstances in which concessions are applied will be reviewed regularly and will always consider the family's financial situation.

The school may consider the remission of charges to parents or carers who receive the following support payments:

- Universal Credit
- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

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 Head Teacher will authorise the remission of charges.

The current agreed subsidies are:

- Pupils currently receiving FSM can sign up to one club for free each term.

Discounts for non-curricular activities are at the discretion of the school and will require the authorisation of the Head Teacher.

The school will not charge for whole class instrument tuition if part of the National Curriculum or public examination syllabus being followed by the student.

11. Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school may request from parents a contribution to the cost of the event/trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may need to cancel the event. The amount of money asked for each trip can vary but will usually be set at £2 (unless an activity is particularly expensive we may ask for an amount up to a maximum of £5 dependent on the trip/activity).

Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute, or don't contribute the full amount requested, will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity had to be cancelled due to insufficient funds, all monies received will be returned to parents. The school, where possible, pays additional costs in order to support a visit. 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 activities organised by the school, for which we would ask for a voluntary contribution from parents. This list is not exhaustive:

- workshops with specialists both in and out of school;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- theatre visits;
- museum and gallery tours/workshops;

12. Online Payments

Any money you wish to pay/donate to the school can either be done in cash via the school office or using the Scopay Online Portal Payment system. If you are having any problems accessing the online payment portal on ScoPay—or are not yet setup and would like to be, please speak to the office.

Voluntary contributions for trips, club payments and paying for items such as school book bags can all be done through this system. You can also, should you wish to, make a voluntary contribution for any amount, and make a gift aid declaration with it, using this system.