

# Newton-le-Willows Primary School & Nursery



## CHARGING AND REMISSIONS POLICY

2023/2024

<b>Status:</b>	<b>STATUTORY</b>	
<b>Responsible Person/People:</b>	Headteacher School Business Manager	
<b>Responsible Governor:</b>	Mr. Limb/Mr. Colvin	
<b>Approved by:</b>	<b>Signature:</b> <i>Gary Limb</i>	<b>Date:</b> Autumn 2023
<b>Last reviewed:</b>	Autumn 2023	
<b>Next review due:</b>	Autumn 2024	

## **Philosophy**

Newton-le-Willows Primary School is an inclusive school committed to minimising the chance that pupils are excluded from school activities because of cost. It is our aim that all pupils should receive equal access to curricular activities and that we act sympathetically and supportively towards families who may not be able to afford to pay for extra-curricular experiences. This includes keeping such costs under review to ensure they are reasonable and seeking to arrange subsidies where appropriate i.e. from pupil premium funding or a delegated cost centre as identified in the agreed school budget.

## **Education during school hours and voluntary contributions**

All education during school hours for children is free. The school also arranges a number of day trips out of school and visits by external providers into school to enhance and broaden the school curriculum. We make no charge for these enrichment activities but do ask for voluntary contributions towards the cost.

Parents are also asked to contribute towards the cost of other enrichment activities and some materials for practical activities in some circumstances. Examples of enrichment activities are trips out of school and visits by external providers or partner organisations into school or visiting 'experts' such as artists, sports persons, musicians, theatre groups etc. 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. If parents are unable to contribute the full voluntary amount, they are encouraged to contribute whatever they can towards the trip or visit. The school may pay the shortfall and meet the additional costs in order to support the visit from the school budget. The school only passes on the overall cost of a school trip and under no circumstances makes a profit.

Parents may, if they wish, pay more than the minimum voluntary contribution to enable an activity to take place where others are unable to afford the voluntary contribution. If parents kindly wish to pay more, they may do so at their own discretion. Any excess monies in this case will be absorbed into the school budget

Trips may not go ahead if the contributions made by parents are not sufficient to cover the cost.

In addition to some of the school trips/visits stated above, Year 6 also have a residential activity trip scheduled in the school year. In asking for any payment for these opportunities, we will give families advance notice to enable them to budget towards meeting the cost and arrange special payment arrangements to support individual families as and when needed. School will help to fund the cost of the Year 6 residential for Pupil Premium children from Pupil Premium Funding.

## **Remissions Policy**

For children in receipt of Free School Meals or in some extenuating circumstances, when a family cannot afford the cost of the trip and this is preventing the child from benefiting from the experience, we use monies from the delegated cost centre identified in the school budget to pay for or subsidise the trip for the individual.

## **Uniform**

We do expect children to wear our school uniform which can currently be ordered through school. We allow children to wear school jumpers and cardigans and polo shirts without the school logo in order to keep the costs down. We hold regular used uniform sales where parents can make a small monetary donation of their choice and take used uniform.

We also expect children to be properly equipped for PE lessons wearing the appropriate kit. Where a parent/carer has a particular difficulty with being able to afford essential items of uniform, we will support them to ensure their child has access to the uniform they need. Monies may be sourced from the school budget or alternatively second hand items are sourced. In addition to this, we also inform parents of the uniform allowance they can apply for, if they are entitled to this.

Currently uniform charges are:

Sweatshirt (depending on size) - £9.50 - £13.00

Cardigans £12.00 - £13.00 (depending on size).

Book Bag £6.00.

PE Bags £5.00.

## **Non-Uniform Days**

From time to time, the school may decide to allow children to come to school in their own choice of clothes. This is usually related to fund-raising activity for a charity or to raise monies for PTFA. We ask for a voluntary donation on these occasions or we ask that the family donate an item that may be sold or used to raise money. If a parent wishes their child to take part in a non-uniform day but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully.

## **Extra-Curricular Activities and After-School Clubs**

Where additional clubs are offered on our school site by external providers or partner organisations before school, during lunchtimes or after school, a charge may be made. Charges for clubs and any other provision are made explicit at the time of offering opportunities to children.

At times the school may charge for extracurricular activities being run by staff member to enable resources to be purchased.

We can arrange special payment arrangements to support individual families, and for families who access free school meals via the delegated cost centre identified in the agreed school budget. This may be used to subsidise or pay for the activities.

## **Early Birds and Night Owls (Before and After School Club)**

The charges for Early Birds and Night Owls are currently:

Early Birds (Breakfast Club)            £5.50 and £4.50

Night Owls (After School Club)        £7.50 and £6.50

**For a child who is collected late from the club (e.g. after 6.00 pm), there will be an additional charge of £7.50 per quarter of an hour.**

It is not subsidised from any source other than the fees charged to families and as such fees owed will be pursued in order to retain financial viability for the club. We ask that fees are paid in advance in order to secure a place Early Birds and/or Night Owls. If this does not occur and the child is permitted by the Before and After School Club Manager into the club, the money owed will be immediately requested from parents. If monies that are owed are not paid, we will speak to parents initially, send letters requesting payment and if they still do not pay the place will be withdrawn.

A sibling discount of £1.00 per child, per session is applied to out of school club provision, in order to provide some financial support to families who are paying for more than one child to attend the club.

If a child is absent through illness, again a charge for the session will be still levied. All places booked when the parent signs the contract at the beginning of the year, or when they join the club will be charged for, unless the school is closed.

### **Nursery**

Newton-le-Willows Primary School offers Nursery provision for 3 and 4 year olds where Free Early Education Entitlement (FEEE) funding is offered to parents through the Local Authority.

The charges for Nursery are as follows

Lunch break for 30 hour FEEE pupils	£2.50 per day
Breakfast/After school Club charges	Same as shown above for Before and After School Club.

There will be the option for parents to utilise their entitlement to 15 hours FEEE and 30 hours FEEE. Those accessing 30 hours FEEE can access breakfast and afterschool care.

Should a child be absent, through illness or due to holiday, the fee for the session booked, irrespective of whether this is FEEE funded or a non-funded session, will still be levied.

Please note that children in receipt of Free Early Education Entitlement (FEEE) funding currently receive 15 hours of free nursery education per week.

On signing up to our nursery, parents/carers select their preferred pattern/organisation; for example; 5 mornings or 5 afternoons. The hours for 30 hour nursery pupils will be 8.45am – 3.30pm with a 45 minute lunch break.

If a school INSET training day falls on one of your planned sessions, you are not entitled to rearrange a FEEE session. These INSET dates have been built into the overall termly entitlement. Any additional sessions booked that week would be paid sessions.

When the pattern of sessions include paid sessions (not FEEE) that fall on Bank Holidays or on INSET days charges will not be levied

### **Music Tuition**

All children study music as part of the school curriculum. We do not charge for this. Subject to availability and to the terms and conditions of individual tutors, children are offered the opportunity to learn a musical instrument with peripatetic teachers. Parents who wish their child to participate will be asked to pay **£6.00** per session for the music lesson fees. If this is the case, this will be requested on a half termly basis. Children who are entitled to free school meals will not be required to pay for additional music lessons. School will meet these costs from identified money in the school budget.

### **School Property - Damage and Loss**

If a child damages or destroys furniture or fittings, materials, apparatus, equipment, books or any part of the fabric of the building the school reserves the right to ask parents to pay the full or part cost of repair, replacement or restoration, where this is a result of a pupil's inappropriate behaviour. Parents will be asked to pay the replacement cost of any reading book issued to a child that is lost or not returned to school when requested. We act sympathetically and supportively towards families who may not be able to afford to pay, however unless the family alert us to this then the debt will be pursued.

### **School Dinners**

Parents/carers reserve the right to choose whether their child has school dinners, or a packed lunch brought from home. Parents/carers who wish their child to have a school dinner are required to send their money into school on a Monday morning in a labelled envelope or make their cheques payable to St Helens Council. Alternatively, parents/carers can pay for a school dinner via our electronic School Money app/programme.

Non-payment of dinner-money will be pursued following the LA School Meals Arrears policy. Letters will be sent out in accordance with the policy. If debts remain unpaid the debt is then transferred to the Council Finance Department to pursue.

A child is eligible for free school meals if the parents/carers receive any of the following:

- 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)

### **Milk**

Reception children and Key Stage 1 children (Year 1 and Year 2) can have milk which is subsidised with a resulting cost of £6.00 per year. Children entitled to Free School Meals and children in Nursery will also receive milk free of charge. Parents will be requested to pay for the milk annually or termly. We act sympathetically and supportively towards families who may not be able to afford to pay, however unless the family alert us to this then the debt will be pursued.

### **Toast**

We offer toast to pupils on their arrival at school. Children who are eligible for Free School Meals or Pupil Premium will receive toast free of charge. Pupils not entitled to Free School Meals/Pupil Premium can purchase toast at 20p per day, payable half termly in advance.

### **Snacks**

We are part of the Government's "Fruit for Schools" scheme and endeavour to ensure that all Early Years and Key Stage 1 pupils receive a fair allocation of the fruit through this scheme each day. Children in Early Years, Key Stage 1 and Key Stage 2 are also allowed to bring into school any healthy alternative snack.

### **School Documents and Curriculum Information**

The school is committed to making information easily accessible to parents/carers. Parents/carers are able to read school policies available on the school website or read any policies on the school premises, free of charge.

## **Lettings**

The Governors will consider any request for Lettings of the school building each on its own merits, and in accordance with the Local Authorities Lettings Policy available from the school office.

*Approved by Full Governors Autumn 2023  
To be reviewed Autumn 2024*