

Uplands Junior School
Charging and Remissions Policy for Parents and Carers

Headteacher: Mrs Webster-Smith

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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 we may charge or ask for voluntary contributions.

In accord with Sections 449-462 of the Education Act 1996, the Governors have drawn up the following charging and remissions policy. This policy is to be reviewed and approved on an annual basis by the Finance and General Purposes Committee.

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 activities. For example, contributions towards school fund, fund raising, sporting activities, which require travel expenses, outdoor adventure activities, musical activities 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 of the visit. If a visit cannot take place without some help from parents or carers, this will be explained at the planning stage. No pupil will be left out because a voluntary contribution has not been received. However, if there are insufficient contributions, the school may be left with no choice but to cancel the visit.

Parents or carers who have contributed would then receive a refund.

Governors have agreed to subsidise some visits at their discretion. Part of the Pupil Premium Grant is used towards the cost of trips and visits expenditure, and parents of children in receipt of free school meals will have their contribution further subsidised for residential visits.

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 pupil premium funding can claim remission from the payment of the board and lodging charge.

Optional Extras

Out of hour's activities and clubs are classed as optional extra's.

Breakfast Club & After School Club

Breakfast club runs from 8am to the start of the school day. The charge is £2.00 per session. This covers toast and a drink.

After school childcare provided by the school is from 3.15-6pm. This is charged at £3.00 until 4:30pm. Any pickup after this time is charged at the full session rate of £8.00.

Extra-Curricular Clubs

At present, the school does not charge for extra-curricular clubs provided by school staff.

Where the activity is run by an outside provider, a charge may be levied.

Instrumental Music Lessons

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The current charge for the lesson is £50 per term. There are no charges made for pupils in receipt of pupil premium funding.

Swimming

The school organises swimming lessons for Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place and we ask parents for written permission for their child to take part in swimming lessons. Occasionally, we can offer top-up swimming lessons to pupils in Year 6. No charges are made for this activity.

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 a replacement shall be requested.

Paying for Information

Where parents request copies of information under the Freedom of Information Act, the Governors can make a charge for providing copies of information. This is detailed in the Publication Scheme.

School Meals

Under the Education Act 2011, schools are permitted to charge up to the maximum cost of a school meal. The agreed cost to parents/carers will change to £2.20 per junior paid meal and £1.00 per discounted/flexible meal. The school has adopted the standard Local Authority charging policy for school meals.

We do ask that families who are eligible for free school meals apply for them as the premium attached to this benefit comes in to school and helps provide children with additional benefits such as free milk, extra help in lessons, reduced costs for some school trips, sports coaching, pastoral/welfare support etc.

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 meet the following criteria:

- 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)

Children over the age of five who are eligible to receive a free school meal are also entitled to receive free school milk.

School Procedures for Non-Payment of School Meals

The school has a procedure in place for school meals that have been provided, but not paid for. Reports are monitored from the SIMS and SIMS Pay system.

1. Where meals are not paid for initially parents are reminded verbally that they owe money for their child's lunch.
2. If after 1 week, meals that have not been paid for a text message will be sent out to parents informing them of how much is outstanding and the need to pay. Parents are informed that if they are unable to pay, they should contact the school office. A letter will be generated from the SIMS system and sent out to parents. They are informed of what is outstanding and if required the school can provide information on the date's meals were provided, but not paid for. Letters/texts are re-issued as reminders every two weeks if money is still not received.
3. Parents will be asked to provide a packed lunch for their child until the outstanding balance is cleared. Parents will be offered the option of a payment plan if they are unable to clear the arrears in one full payment. A payment card will be issued and signed by the office staff as a payment is received.
4. If the parent continues not to pay the school must decide whether to write off the debt and stand the cost or ask the LA to take legal proceedings against the parents.
5. Debt Recovery Policy will apply if no attempt to pay is made.

School Milk

If children require milk whilst at school this will be charged at a rate of £12 per term with effect from 1st September 2017. Milk for children aged 5 or under, or entitled to Free School Meals will not be charged but will still need to be ordered at the beginning of each term. School milk is administered through Johal Diaries.

Payments

All payments made to school should be paid through the SIMS Pay cashless system. All new parents will receive account set up information which they should then use to make payments for School meals, Milk, Visits, Music, Extended School Clubs, and any other paid activity. As of 1st September 2018, school does not accept cash or cheque as a form of payment.