



# **Greenfield Primary School CHARGING AND REMISSIONS POLICY**

**Approved by Governors (date) .....**

**Signed on behalf of the Governing Body .....**

**Chair of Governors**

# Greenfield Primary School

## Charging and Remissions Policy

### Introduction

The Governing Body supports the ideals of free education for all, and welcome additional opportunities made available to pupils via educational visits and other activities.

The Governing Body will conform to legislation on charging for activities.

### Aims and objectives

The aims of this policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/carers.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

### Voluntary contributions for school activities

The Governing Body is allowed to ask parents for voluntary contributions towards school activities. The contributions will be kept to a minimum to cover only their child's share of the cost. No pupil will be disadvantaged or left out of an activity because parents cannot make a contribution. Any activity that cannot take place without contributions will be notified to parents at the planning stage.

The following types of activity will attract voluntary contributions:

- Practical subjects e.g. craft, design and cooking where contributions would be made towards the cost of materials
- Swimming lessons
- School day or half day trips
- Visiting groups invited to the school

### Chargeable activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed the actual cost.

1. Educational or other activities provided wholly or mainly outside school hours, as defined in section 107 of the Education Reform Act 1988, which covers the full cost of all aspects of the activity. These are not activities that are:
  - Part of the national curriculum
  - Part of religious education

- Part of a syllabus for prescribed public examinations
2. Breakfast and After School club
  3. Board and lodging on residential trips
  4. Provision of instrumental and vocal tuition, which takes place during the day and which has been requested by parents/carers

### **Deposits**

Non returnable deposits may be required to cover initial payments and administration costs.

### **Refunds**

In the event of a child being unable to take part in a school activity for which a charge or voluntary contribution is levied, or the activity is cancelled, refunds will be made whenever possible minus unrecoverable charges incurred by the school.

Procedures for refunds for residential visits will depend upon the details of the insurance policy applying and will be notified to parents in advance of the trip.

Refunds would be at the discretion of the Business committee.

### **Financial hardship**

Any parent or carer for whom this may apply should complete an Application for Financial Assistance form (Appendix A) available from the school office. Their case will be reviewed sympathetically within the constraints of the school budget and general funds.

### **Lost items**

The Governors reserve the right to charge for lost items such as reading books, reading records and other items of school property. Charges will be notified to parents in advance.

### **Greenfield Pre-School**

Fees payable for places at Greenfield Pre-School are detailed separately in their Admissions and Charging policy.

This policy will be reviewed every three years by the Business Committee or where there are significant changes.

Version	Date	Comment
V2	Date created: 3/4/2017 Last date amended: 28.5.17 Review date: May 2020	Extended care and Pre-School

APPENDIX A

GREENFIELD PRIMARY SCHOOL



APPLICATION FOR FINANCIAL ASSISTANCE

At Greenfield we want to ensure every child has an opportunity to participate fully in school activities and reach their potential in life. We understand that some parents may find it difficult to fund some activities either because their income has reduced due to unemployment, redundancy, separation from a partner or illness.

If you require support from the school, please complete the details below and we will look sensitively at your request. All grants are at the school’s discretion and we may part fund some requests. **All applications are treated with the utmost confidence.**

Name of parent/carer.....

Employed yes/no

Name of child\* .....

*\*if you require support for more than one child, please list below:*

Name of child.....

Name of child.....

Support required for (please circle):

School Trip Uniform Music lessons Club Other.....

Benefits claimed (if any) - please state, as some benefits may mean your child is eligible for free school meals (see overleaf) and the school will receive the pupil premium grant to help support your child. If you have already registered for free school meals, this may provide more support for your application.

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Reason for request.....

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Amount required.....

Parent contribution.....

Signed..... Name.....

Parent/Carer Date.....

Signed..... Date.....

Head teacher Agreed Yes/No PM/FSM

## FREE SCHOOL MEALS

### Do I qualify to claim free school meals?

Families of children and young people in full-time education at any school maintained by Leicestershire County Council may be entitled to claim free school meals, providing they receive a qualifying benefit.

### Qualifying benefits

The current criteria for claiming free school meals are as follows:

- Job Seekers Allowance (Income Based)
- Income Support (IS)
- Employment and Support Allowance (Income Based)
- Child Tax Credit, provided the annual taxable income, as assessed by the Inland Revenue is not in excess of £16,190. Families who also receive an award of Working Tax Credit do not qualify to claim for free school meals
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Children who receive Income Support (IS) or Income Based Jobseekers Allowance in their own right are also entitled to receive free school meals

### Temporary qualification for free school meals

From 1<sup>st</sup> May 2009 where a parent has been entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, they will be eligible to claim free school meals over that period.

Claimants MUST complete a hard copy application form and send it to us with a copy of their Tax Credit Decision Notice, which will be issued immediately by HMRC to a claimant who has notified them that they have stopped working. Applications will not be accepted without this document and free school meals authorisation will not be granted prior to the date of application, or extended beyond the end date shown on the Tax Credit Decision Notice. In order to qualify for free school meals after that date the claimant will need to be in receipt of one of the qualifying benefits listed in the previous section, and evidence of this provided. No other benefits qualify for free school meals.

### How do I apply?

- E-mail us on [freeschoolmeals@leics.gov.uk](mailto:freeschoolmeals@leics.gov.uk)
- You can download the [Free School Meals Application Form](#)
- Request an application form on 0116 3056588 or 0116 3057093
- Apply via telephone on 0116 3056588 or 0116 3057093