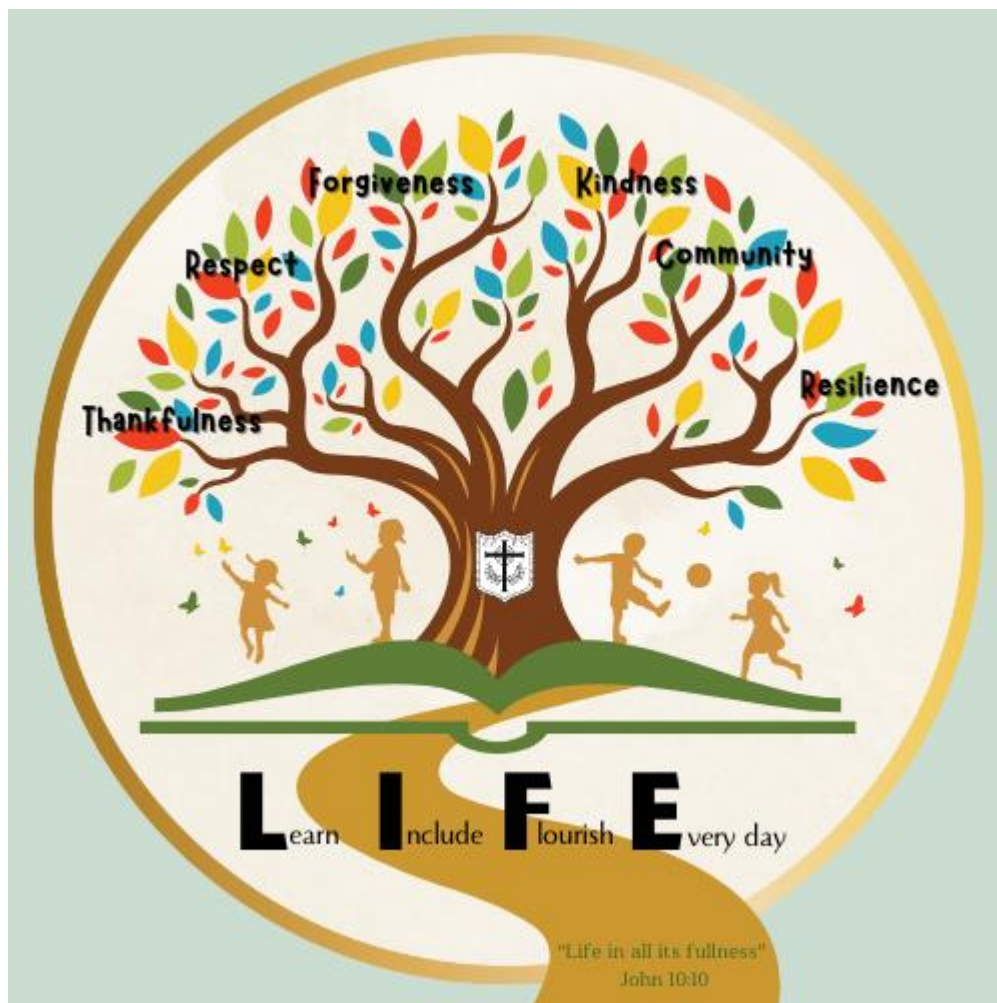


# Cotgrave Church of England Primary School



## CHARGING AND REMISSIONS POLICY

Reviewed

Spring 2009	Spring 2016	Spring 2021		
Spring 2010	Spring 2017	Spring 2022		
Spring 2011	Spring 2018	Autumn 2024		
Spring 2012	Spring 2019	Spring 2026		
Spring 2013	Summer 2019			
Spring 2014	Spring 2020			

# Cotgrave Church of England Primary School

## Charging and Remissions Policy

### Introduction

Throughout our school we provide a broad, balanced and stimulating curriculum, encouraging each child to grow in confidence and faith. As a school we help our children to develop their intellectual and physical skills alongside their personal and spiritual qualities, enabling them to become caring, capable and responsible members of society. We aim to foster a life-long love of learning, through adopting a practical, experiential and cross-curricular approach wherever we can. Our curriculum in school is comprised of all of the planned activities that we organise in order to promote learning, personal growth and development. It includes the formal requirements of the National Curriculum (English; Maths; Science; Geography; History; Art and Design; Design and Technology; Music; Languages; Physical Education and Computing), PSHE & Citizenship and the school's syllabus for Religious Education. As well as this, there is a range of extra-curricular activities that the school organises to enrich each child's experience. School aims to teach the 'hidden curriculum', the things the children learn from the way they are treated and the way they are expected to behave.

In addition, our curriculum includes our list of identified things ('100 Things You Must Do Before You Leave Cotgrave Church of England Primary School') that we would like all of the children in our school to learn, experience or achieve during their primary years. We endeavour to teach the children in our school how to grow into positive, responsible citizens, who can work and co-operate with others while developing knowledge and skills, so that they can achieve their true potential. All of this is within the context of our school ethos – Learning for Life – 'Life in all its fullness'. We encourage all children to strive to be all that they can be, through seizing every opportunity and by so doing building a culture of ambition. We are a 'take care' school, where we not only take care of ourselves, each other, our community and our world, but also the resources we have been given.

The School's Governing Body is committed to the general principle of free education. In determining the charging and remissions policies which are set out in this document the Governors have been mindful of the policy statement produced by Nottinghamshire County Council.

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of a child's education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

### Charges

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school:

Residential Activities held during school hours: charges may be made for the board and lodging element of any residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the Governing Body except in the circumstances described below.

Activities held outside school hours: the school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'.

Charges may be made for these activities except where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below.) Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge, The charge may however include an appropriate element for such things as:

- i. the pupil's travel costs;
- ii. the pupil's board and lodging costs;
- iii. materials, books, instruments and other equipment;
- iv. non-teaching staff costs;
- v. entrance fees to places of interest;
- vi. insurance costs;
- vii. the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra',

Any remission arrangements for such activities will be at the discretion of the Governing Body, except in the circumstances described below.

Materials and ingredients: a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product, e.g. in home economics or Design and Technology. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place,

#### Remissions

Where the parents of a pupil are in receipt of Universal Credit with an annual net earned income of no more than £7,400; Income Support; Income-based Job Seeker's Allowance; an income-related employment and support allowance; support under Part VI of the Immigration and Asylum Act 1999; Child Tax Credit, where the parent is not entitled to Working Tax Credit and has an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190; Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit or the guarantee element of State Pension Credit, the Governing Body will remit in full the cost of board and lodging for any residential activity the school organises for the pupil if the activity:

- i. takes place within school hours, or
- ii. forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the School Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal. No pupil will be excluded from any of the activities due to an inability to pay.

#### Voluntary Contributions

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

#### Payments for School Meals and Additional Charged Activities in School Time

Pupils whose parents satisfy the criteria for Free Schools Meals will not be charged for school dinners. Currently the criteria are: receipt of Universal Credit with an annual net earned income of no more than £7,400; Income Support; Income-based Job Seeker's Allowance; an income-related employment and support allowance; support under Part VI of the Immigration and Asylum Act 1999; Child Tax Credit, where the parent is not entitled to Working Tax Credit and has an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190; Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit or the guarantee element of State Pension Credit.

In addition, where pupils are in their Reception year, Year 1 or Year 2 they are entitled to a free school meal as part of the Universal Infant Free Schools Meals programme. Where parents are charged for school meals (ie parents of pupils in Years 3-6 where the pupil is not entitled to a Free School Meal), will be charged at the current rate set by Nottinghamshire County Council. Where a parent falls into arrears with these payments, a text message each Monday following will remind parents of the missed payment. The school will allow a period of grace of the equivalent of two full weeks before formally writing to the parent(s) to request immediate payment and state that the child's school meals will end (unless payment is made) one week from the date of the letter (with the

expectation that the parent will then provide a midday meal for the pupil). Exceptional circumstances or an agreed payment plan may be considered, with any variation of the policy at the discretion of the Head Teacher.

Parents deal directly with 'Cool Milk' to purchase school milk for their child(ren) once they reach the age of five years. Prior to this age, national funding provides milk on a daily basis for each child.

Where a parent requests individual music tuition for their child from an external source (currently Rockley Music for drumming) to take place during school hours payment is expected prior to lessons. In the case of Rockley Music, all payments are made directly with Rockley Music. Drumming tuition is currently funded by the school for pupils meeting the criteria for Pupil Premium funding. A 'no payment, no lesson' approach is taken.

#### Support through Pupil Premium funding

Additional 'Pupil Premium' funding has been put into schools over the last few years based on the proportion of children in the school eligible for free school meals (or who have been eligible within the past six years) or whose parents are members of the Armed Forces (or have been within the past six years). This gives the school some additional capacity to make some adjustments to the experience of school for the children supported by this funding.

One of the main ways in which we spend the money is to provide Teaching Assistant delivered 1:1 tuition, small group tuition, mentoring and pupil feedback.

The second way in which we use the funding is to pay the entire cost of the annual residential visit for those children in receipt of free school meals (or who have been within the past six years). This covers the cost of the extended visit to residentials, plus the cost of the whole school trip at the end of each year. For children who are eligible for free school meals, after the first seven lessons the County Council remission system takes over the cost of the lessons. However, we will also now pay the full cost of children in Key Stage 1 or Key Stage 2 to have drumming lessons in school (provided by Rockley Music) provided that the child is fully committed to the tuition.

The third way in which we use the funding is to provide children in receipt of free school meals (or who have been eligible within the past six years) with one polo shirt, one PE T-shirt and one school sweatshirt each academic year. We have also committed to provide each child in receipt of free school meals (or who have been eligible in the past six years) one bookbag when they are in Key Stage 1 and another when they are in Key Stage 2. This provision is on the understanding that the items are for that child's use only. The uniform is not given out automatically, it must be requested from the school office. Any remaining funding is used flexibly to support families in response to individual need.

The fourth way in which we use the funding is to provide, where requested, access to free school milk each day beyond the age of five (prior to which age, free school milk is already provided for those that wish to receive it).

#### Breakages and Damage to School Property

The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

#### F1 charges

##### **Introduction**

Compulsory education normally starts in the following September after a child has reached 4 years of age. There are exceptions to this where parents feel a child is not ready and it can be delayed until they reach 5 years of age. Cotgrave Church of England Primary School is registered to take children over the age range 3 to 11 years of age. This enables the school to offer an additional non-compulsory year of education. The benefits are that children who attend this provision can then seamlessly transition into the full-time Reception education which is part of the same class.

Depending on the family circumstances of income and the child's age, Local Authority funding for free 15 or 30 hours per week is available. More details on this can be found on the Nottinghamshire County Council websites and discussion with our team. Where funding is not available parents can pay the school directly as detailed below.

##### **Structure of the FS1 Class**

The normal compulsory school intake into our Reception Class is 15 children each September and our current policy is to offer an additional 8 FS1 full or part time places to parents. It is important to note that having an FS1 place does not automatically guarantee a place in the Reception Class and parents are required to make a school application in the normal process.

The daily operational structure of the class is:

Monday to Friday:

Morning Session: 8:55am -12pm

Lunch: 12pm to 1pm

Afternoon Sessions: 1pm-3:30pm

The staffing ratios are in line with the Safeguarding and Welfare requirements for Early Years settings. A fully qualified teacher is in overall control and supported by a minimum of one NVQ level 3 qualified teaching assistant. With a safe and stimulating environment children can learn and grow at their own pace. Using play-based learning and engaging with the older Reception children it will help and support transitioning into full time compulsory education.

#### **Recharges for FS1**

Up to 15 or 30 hours can be provided free through the Nottinghamshire County Council website. Parents are required to make their own application for these monies.

Where parents wish to pay privately:

The charge will be £6.10 per hour, with lunch, if required, at an additional £3 per day. Invoiced in monthly arrears.

#### Review

The School Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.