



Fox Primary School Charging & Remissions Policy

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|---------------------|-----------------|
| Federation | No |
| Statutory | Yes |
| Staff member | Michelle Foster |
| Governor | |
| Committee | Finance |
| Full Governing Body | |
| Last amendment date | Summer 2019 |
| Renewal date | Summer 2020 |
| Renewal cycle | Every year |

Principles:

Fox Primary School endorses the principles of the DfE's published guidance 'Charging for School Activities, May 2018'.

We aim to:

- Maintain the right to free school education and promote an ethos of inclusion in this regard
- Enable all pupils to take advantage of all the activities provided by Fox Primary School
- Ensure that activities offered wholly or mainly during normal school curriculum time should be available to all pupils regardless of their parents' ability to help meet costs. We ask parents to make an annual voluntary contribution of £30 for educational trips to help the school meet these costs
- Ensure that there is no statutory requirement to charge for any form of education, but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours as long as these activities are optional extras
- Ensure that any costs requested from parents/ carers are kept to a minimum and are non-profit making, unless specifically raising funds, in which case where parents/ carers must be informed. However, the school must not run at a loss and must cover all costs.
- Ensure that no child feels discriminated against regarding their parents and carers' financial means, by ensuring that any wording around payment or collection of contributions/fees, whether verbally or in writing, (e.g. in class discussion, or in consent forms that children bring home) is put in such a way that the child does not feel any concern around their parent/carer's ability to pay, and that responsibility is kept solely between the parent/carer and the school, and does not involve the child.

Practices:

With the aforementioned aims in mind, it is the policy of this school

- To agree and set aside resources in the school budget to help fund curriculum based activities in full or in part any activities that require charges when the parent/care are eligible to receive Free School Meals or on a low income determined by the Leadership Team.
- That staff organising activities must do so within the provisions of this policy. Plans for activities that require funding should be submitted to the senior leadership team for consideration and approval. Likewise, if FSA funding is required, this should be set put for the FSA in advance.
- That where any funding resources have been provided by the FSA, the school or the governors will inform the FSA of how the funds provided have been used to benefit children, so this information can be passed on to all FSA members.
- FoxPlay – a subsidised rate will be available for children entitled to FSM or on a low income determined by the Leadership Team.
- After School Clubs –targeted club places for PP children and children on FSM will be offered at no cost, at the discretion of the Leadership Team and reviewed termly

- Fox Camp – Fox offers half termly holiday camps. Daily charges are £25 or £28 (extended breakfast club). Sibling discounts (3rd child goes free) applies and there is a 50% subsidised rate for children in receipt of Free School Meals or families on low income (to be determined by the Leadership Team). Targeted places will be offered at no cost, at the discretion of the Leadership Team and reviewed termly.
- Educational Visits – an annual voluntary contribution of £30 is requested of parents/carers to subsidise the costs of school trips. This must be done in a way which encompasses the inclusive ethos of Fox School.
- Year 5 and 6 School Journey – the full cost of board and lodging can be charged to the parent/carer. A school subsidy will be available to parents/carers on a low income or on benefits etc with guidelines as follows: 50% - Income Support, 33% - Family Credit & 25% other reasons. In exceptional circumstances, the Head of school may have the discretion to fully fund a child's school journey from the school.
- Instrumental lessons – a tuition cost will be charged to the parent/carer but inability to pay will not prohibit a child from being selected for an instrument. A subsidised rate of 50% will be made available for those parents/carers on FSM or a low income who are unable to meet the full costs. There will be targeted places offered decided by the Leadership Team to which there will be no costs attached.
- Parents who are not entitled to Free School Meals must make payment in full if their child has school meals. These should be paid for half termly/termly in advance via the Gateway app or the school office. Unless the school office is advised by parents/carers of their child having packed lunches, school meal charges will be applied to all children's accounts.
- Free School Meals will be offered to parents/carers in receipt of the following:
 1. Income Support
 2. income-based Jobseeker's Allowance
 3. income-related Employment and Support Allowance
 4. support under Part VI of the Immigration and Asylum Act 1999
 5. the guaranteed element of Pension Credit
 6. 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)
 7. Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
 8. 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 who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary) they're in on 31 March 2022.

- Snacks – An annual payment of £40 will be collected towards funding the costs of snacks. A 50% reduction in fee will be offered to children eligible for Free School Meals
- The school may invite voluntary contributions towards the cost of ingredients, materials, learning resources and equipment.

- The school may make charges for breakages and willful damage to property including windows and furniture.

Signature of Chair _____

The policy was ratified by the Finance Committee on _____