

# Charging & Remissions Policy

Robins Lane Primary School  
School Policy



Aim  
High,  
Fly  
High



## Charging & Remissions Policy

The purpose of this policy is to advise stakeholders of Robins Lane Primary of all charges and remissions relating to school education and activities.

This policy conforms to the departmental advice illustrated in the Department for Education Charging for School Activities – May 2018 – document.

### 1. Introduction

The Governing Body of Robins Lane Primary School, subject to the exceptions detailed within this policy, cannot charge for education provided during school hours, including the supply of any materials, books, instruments or other equipment. In addition to this, Robins Lane Primary School will inform parents on low incomes and in receipt of the benefits listed below of the support available to them when being asked for contributions and payments for the cost of school visits.

### 2. School Charging

Robins Lane Primary School will **not** charge for;

- Education provided during school hours, including the supply of any materials, books, instruments or other equipment.
- Education provided outside of school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Instrumental or vocal tuition, for pupils learning individually or as part of a group, unless the tuition is provided at the request of the parent/carer of the pupil(s).
- Entry to any public examination.

Robins Lane Primary School **will** charge for;

- Any materials, books, instruments or equipment that has been damaged or lost.
- Board and lodgings on residential visits which take place mainly in school time. Some pupils whose parents are in receipt of certain benefits may be eligible for board and lodgings to be subsidised. These benefits are:
  - 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)
- Extended services provision, such as after school club, breakfast club and nursery wrap around provision.
- Education / activities provided outside of school time that is not part of the curriculum.

### 3. Extended Services Provision

Robins Lane provides daily breakfast, after school and nursery wrap around provision.

- Payments received for this provision can be made by cash, cheque or tax-free childcare vouchers.



- Pupils eligible for pupil premium may receive funded extended services provision, if required, and at the Headteacher's discretion.
- Failure to pay fees may result in the child's place being withdrawn and any debt will be forwarded to the Local Authority who will supply advice for legal action.
- Children may not be entitled to a reduction in fees for absence due to sickness or holidays.
- Concessions may be available for siblings.
- Bookings for wrap around provision must be made in advance for the half term required. If during that time, the child does not attend, parents/carers will still be charged unless there are exceptional circumstances which are to be discussed with the Headteacher / School Business Manager. Parents / carers can book up a year in advance for their requirements.
- A late collection will be charged to any parents / carers who are persistently late collecting their child at the end of a session.
- All charges are calculated based on staffing costs and other overheads. Wrap charges also consider the hourly rate set the by the Local Authority for three year funding, which is currently £4.04.

### Charges at September 2018

Provision / Activity	Price	Concession Rate
Breakfast Club	£3.50	£3.00 if attending full ASC on the same day
After School Club Short Session (3.15-4.15pm) Full Session (3.15-5.45pm)	£3.00 £7.00	Siblings are charged at £5.00 if attending full ASC on the same day
Wrap Lunch Only	£3.00	
Wrap Afternoon Session Only (12.15-3.15pm)	£15.00	
Wrap Full Afternoon (11.30am-3.15pm)	£17.00	

The Governing Body will review the Extended Services charges and lettings charges levied by school and this policy on an annual basis, usually in Autumn Term.

#### 4. Voluntary Contributions

- For all educational visits, parents will be asked for a voluntary contribution.
- It will be made clear to parents, normally by letter, that without sufficient voluntary contributions, the visit may not be able to go ahead.
- No child will be excluded for an educational visit if their parent has not made a voluntary contribution.
- If insufficient voluntary contributions are received, and school is unable to fund the visit by another means, it will be cancelled.
- School will always endeavor to subsidise part of an educational visit, where possible.

#### 5. Fees and Other Charges / Lettings

The Headteacher and Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

At present, the school does not hire / let the building and premises. If a Governing Body decision is made to let the premises in the future, Governors will agree the costing appropriately.