



## Kirton Primary School Charging and Remissions Policy

### Principles

Education at Kirton Primary is provided free of charge, where it takes place wholly or mainly during school hours, or outside school hours and

- is required as part of the National Curriculum,
- fulfils requirements specified in the syllabus for a prescribed public examination or
- relates to religious education.

*[DfES Circular 2/89].*

(Note : The lunch hour is not considered to be part of the school day.)

Schools may make a charge for “optional extras” .This policy outlines the activities that Kirton Primary may make a charge for. In calculating the cost of “optional extras”, the school will include:

- the cost of materials or equipment, fees and charges
- non-teaching staff costs,
- teaching staff costs for staff engaged to provide the activity and
- tuition fees.

The school will follow the principles laid down in the Local Authority’s guidance on Charging for School Activities (May 2017). The school may ask for voluntary contributions towards the costs of activities.

The policy is made available to parents on the website and included in the school prospectus.

***Current charges are shown at Appendix B.***

### Nursery - Additional Hours

Kirton Nursery School supports the statutory free Early Years provision for 3 and 4 year olds. Universal free provision for 15 hours per week, for a minimum of 38 weeks per year, is available from the term following the child’s third birthday, until they reach compulsory school age. Working parents who meet the Government’s eligibility criteria may be entitled to up to 30 hours free provision.

Nursery sessions run from 8.45am to 11.45am and 12.30pm to 3.30pm daily during school term time. Parents may purchase **additional hours**, where available, which week will be charged a sessional rate agreed annually.

Parents are asked to agree to additional hours for a big term in advance (ie two short Lincolnshire terms).

Fees are payable to school in advance. Payment may be made by cash or cheque at the school office by Friday each week for the following week’s sessions.

If payment is not received, the child's will not be able to attend for the additional hours at Nursery. This will not affect their entitlement to their free entitlement. Refunds will not be made for non-attendance.

### **Voluntary Contributions by Parents**

The school arranges trips, visits and activities to enrich pupils' experiences. Parents may be invited to make voluntary contributions towards the cost of an activity for which the school is charged. There is no obligation for parents to contribute. No pupil will be treated differently according to whether or not their parents have agreed to make a voluntary contribution. We will not exclude any pupil from the trip because their parents have not contributed.

Charges made to parents are calculated to cover the actual cost of the activity. If we do not receive enough funding through voluntary contribution, we may decide to cancel the activity.

Refunds will be made to parents if:

- a trip is cancelled and the charge is over £1.00,
- a surplus greater than £1.00 is made on the trip once final costs are calculated or
- the child is unwell and does not attend the trip.

### **Swimming**

The school arranges for weekly swimming lessons as part of the National Curriculum. The school pays for the cost of tuition but parents will be asked for voluntary contributions towards the cost of transport and admission to the pool.

### **Educational Visits and Journeys**

Each visit or journey is assessed under the school's EVC policy and following guidance provided by the LA in the school's administration handbook. A voluntary contribution may be requested.

### **School Clubs before and after school**

Parents may be asked for a contribution towards extra-curricular school activities which are organised by the school.

Charges for activities provided by external organisations will be determined and levied by the providers.

### **Music Tuition**

The school will follow the LA policy on charging for individual music tuition (see Appendix A).

### **School Meals**

School meals are available for parents to purchase for their children. Meals are charged at cost price. All children in Reception, Year 1 and Year 2 are entitled to a meal free of charge under the Government's Universal Free School Meals scheme.

Parents may apply to the County Council for free meals for their child if they are in receipt of prescribed benefits.

The charge for staff taking their meals with children will be paid by the school. Staff may purchase meals at cost should they not wish to take their meal with the children.

**Milk**

All children aged under 5, and those between 5 and 11 who are eligible for free school meals, are entitled to a daily serving (189ml) of milk, free of charge. Otherwise, parents may purchase milk at charges shown at Appendix B.

**Charging Parents for breakages and fines**

If school property is damaged as a result of a pupil's behaviour, parents may be asked to pay a contribution towards repairs.

**Administration Charges**

Charges are made for photocopying information requested by parents.

Staff are charged for using photocopiers for their own purposes and for making personal telephone calls.

**Requests under the Freedom of Information Act**

Requests made under the Freedom of Information Act will be charged at a rate to cover the cost of producing the information. The applicant will be informed of the likely cost before the information is compiled.

**Remissions**

There are some circumstances where part or all of a charge may be remitted.

Section 457 of the Education Act 1996 states where a parent is in receipt of prescribed benefits or allowances, their child is entitled to free board and lodging on a residential trip, if it takes place during school hours or is covered by paragraph 19 of DfES Circular 2/89. The prescribed conditions are shown at Appendix A.

**Appendix A : Lincolnshire County Council’s Charging and Remission Policy**  
(May 2017)

**Music Tuition**

A charge may be made for individual instrumental or vocal tuition, where this is over and above the requirements of the National Curriculum and/or an approved examination syllabus, where this takes place during the school day and is subject to the parent/carer requesting the tuition. (Children in the care of the Local Authority will be entitled to free tuition).

**‘Optional extras’ i.e. activities outside school time not related to statutory duties.**

Charges will be levied unless Governors decide otherwise. The school will fund costs arising from Governors’ decisions on remissions.

**Board and lodging on residential visits.**

Charging is permitted for this element only, (other costs, such as transport etc., may be financed by voluntary contribution or from other sources).

If the visit is wholly or mainly in school hours, or out of school hours, but covered by the criteria set out in paragraph 19 of DfES Circular 2/89 children whose parents are in receipt of the benefits listed below, are entitled to the remission of these charges. The cost involved will be met from the school’s resources. Governors will determine and finance school policy and any remissions in addition to those required by law.

The prescribed benefits are;

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received
- and the family’s income (as assessed by Her Majesty’s Revenue and Customs) does not exceed £16,190;
- Guaranteed element of State Pension Credit;
- Income related employment and support allowance that was introduced on 27 October 2008.

**Examinations**

**Re-scrutiny of exam results.** Parents to pay all charges unless in special circumstances Governors wish to have the papers of a number of pupils re-scrutinised.

**Exam entry** for a) prescribed exam for which pupils have not been prepared by school, b) entry for an exam which is not on prescribed list or c) where preparation takes place outside school hours.

A charge will be made and Governors will determine and finance any school policy on remissions

**Recovery of wasted exam fees.**

Parents to be charged but Governors may decide whether to adopt a more generous policy.

**Reference Points**

- DfES Circular 2/89
  - Education Act 1996, Section 449-462
  - Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
  - The Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI 2003/381
- The School Information (England) Regulations 2008 (as amended)
- Charges for Music Tuition (England) Regulations 2007
  - ‘Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities’ – DfE October 2014

**Appendix B**  
**Kirton Primary School Charges - Financial Year 2018/19**

**Nursery Fees:**

	<b>2018/19</b>	<b>2019/20</b>
Charge for additional morning or afternoon session (3 hours) (NB EYE funding = £11.52)		
<b>April to July</b>	<b>£11.00</b>	<b>£11.50</b>
<b>September to March</b>	<b>£11.50</b>	<b>£12.00</b>
Charge for lunchtime session (1 hour)	<b>£2.50</b>	<b>£2.50</b>

*Note: Charge increase effective from September.*

**School Meals and Milk:**

	<b>2018/19</b>	<b>2019/20</b>
Charge per meal	<b>£2.30</b>	<b>£2.30</b>
Charge per 189 ml serving of milk	<b>22p</b>	<b>22p</b>

**Administration Charges:**

	<b>2018/19</b>	<b>2019/20</b>
Charge per photocopied A4 sheet	<b>10p</b>	<b>10p</b>

**Staff use of school equipment:**

	<b>2018/19</b>	<b>2019/20</b>
Phone calls:		
Per call	<b>£1.00</b>	<b>£1.00</b>
Photocopies/Laminated sheets:		
Per sheet	<b>10p</b>	<b>10p</b>