WARMLEY PARK SCHOOL AND COLLEGE

CHARGING AND REMISSIONS POLICY

Author/Person Responsible	FGB / SBM
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Charging and Remissions Policy

This policy outlines the Warmley Park School and College's approach to charging for activities which can be made under the Education Act of 1996 and also for activities for which no charge can be made. The policy details how we will minimise financial barriers enabling children at Warmley Park School and College to gain the greatest possible benefit from available opportunities and activities.

Charging

No charges will be made for any activities which are essential to fulfilling the Curriculum or the provision stated in an Educational Health Care Plan. No charges will be made for education during school hours with the exception of: Residential Educational Visits. A Residential Activity taking place largely during school time can be subject to charges in relation to board and lodgings.

Charging does not apply to parents who are in receipt of:

· 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)

Parents may be asked to make a voluntary contribution to enable activities to take place.

Activities that take place outside of school hours - Charges may be requested to cover the cost of any activities that take place outside of school hours. No charge made in respect of individual pupils will exceed the cost of providing the activity for that pupil.

Charges will not include an element of staffing costs; these will always be met through the school budget.

Where, as a result of a pupil's behaviour, damage to resources or property occurs, a charge may be levied to enable to the damage or breakage to be made good,

including property belonging to a third party. This will be applied at the discretion of the Headteacher and Governors.

Voluntary Contributions

1. Parents may be invited to make voluntary contributions to cover the cost of activities which are deemed educationally desirable.

This may include activities such as:

• Visiting performers who levy a direct charge on the school (theatre/dance/music groups).

• School educational visits (the proportionate costs for an individual child to meet the costs for travel, materials and equipment, entrance fees, insurance costs).

• An 'end product that may be taken home' e.g. cookery ingredients.

2. Requests for voluntary contributions will make it clear that:

• There will be no obligation to contribute.

• No child will be excluded from an activity or treated differently should a contribution not be made on their behalf.

• No parent/carer will be asked to subsidise another child in any activity where contributions are requested.

• The activity might not take place or may be cancelled if voluntary contributions are not made.

3. The following clause will be inserted into all letters when requesting voluntary contributions: "Whilst there is no charge for your child's education there are a limited number of extra activities that can be met by school funds. There is no obligation to contribute and children will not be prevented from participating should you choose not to make a contribution. However, if there are insufficient voluntary contributions some activities may not take place. In the case of financial difficulty, please do not hesitate to see the Head teacher in strictest confidence."

Where parents/carers of a pupil would like their child to participate in an additional or optional activity, for which a charge is being made or a voluntary contribution requested, and feel their financial circumstances are insufficient to meet the cost of the activity, the Governing Body invite parents to discuss the matter in confidence with the Headteacher, with a view to remitting all or part of the cost. The Governing Body is concerned that the Charging Remissions Policy holds no pupil at a disadvantage.

If any parent applies for a remission of charge for any school activity the Head teacher in consultation with the Chair of Governors will make decisions regarding the remissions. A subsidy may be provided from the school fund at the discretion of the Headteacher and Chair of Governors. Adherence to these guidelines will ensure

that principles of equal opportunity are upheld, and that the Governors of Warmley Park School and College fulfil their statutory duties with regard to charging and remissions for school activities.

School Dinners

Pupils in Warmley Park School pay £2.61 (Primary) or £2.80(Secondary and College) for a 2 course meal. The menu is available from the school office and is displayed on our Website Termly.

Pupils in Reception, Year 1, and Year 2 are all eligible for Universal Free School Meal, that is, there is no charge.

Those who are eligible for a Free School Meal are able to have a meal at no cost.

For further information on school meals for South Gloucestershire pupils.- https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=yp4evwg7Duw

Pupils in year group Nursery 1 and 2 are charged £2.61 per day.

Payment should be made weekly. Payments are to be made via our school payment portal on the Arbor App. If you are unable to access the Arbor App please contact the school office for support to make payments. In all cases, if payment is not made by the end of the week in which the meal is taken, then a letter or email will be sent to remind the parent/carer of the arrears.

If the arrears are not settled at the end of the following week (2 Weeks arrears £26.10 Primary, £28.00 Secondary, £28.00 College) then the parent/carer will be asked to provide their child with packed lunches until the arrears are settled. Letter 1 will be sent.

If payment is not forthcoming, then Letter 2 (appendix 2) would be sent from the Headteacher/School Business Manager, requesting urgent settlement of the arrears.

If the arrears have not been cleared by the time that the child leaves the school, then the school would follow its procedures for collection of the debt.

APPENDIX 1

First letter on school headed paper

Date

Parent/Carer of NAME

Our records show that as at DATE your school meal account is showing an arrears of £-AMOUNT.

Please arrange for this money to be paid immediately and by DATE at the latest.
Once the debt is cleared please ensure the account is always in credit.

Please note the cost of a school meal is £2.61 for Primary, £2.80 for Secondary and £2.80 for College per day.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Name
Title
Warmley Park School and College

APPENDIX 2

Final Letter on school headed paper

DATE

Parent/Carer of……,

Our records show that you have not paid your school dinner money arrears despite previous reminders. As at DATE your school meal account is showing an arrears of -£ AMOUNT.

Please arrange for this money to be paid immediately and by DATE at the latest. Once the debt is cleared please ensure the account is always in credit.

The cost of a school meal is £2.61 for Primary, £2.80 for Secondary and £2.80 for College per day.

Since non-payment for school meals affects the quality of service we offer to the children, we need to ensure that all payments are up-to-date and I am afraid that if the arrears are not cleared by the end of term it will not be possible to provide your child with a school meal from DATE. You will then need to make your own arrangements for your child's pack lunch each day. If you do not provide a packed lunch you will receive a call from the school office to bring a packed lunch into school on the day.

The school reserves the right to begin legal proceedings to recover the debt and to inform social services of our concerns that you are not providing a meal for your child at lunch time if you do not provide a packed lunch each day.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Name
Title
On behalf of NAME Headteacher