



# QUEEN VICTORIA PRIMARY SCHOOL

## Government Statutory Policy

### CHARGING AND REMISSIONS' POLICY

Policy Number:	GS Policy 2
Approved by:	Full Governing Body
Date:	28 <sup>th</sup> June 2023

# **CHARGING & REMISSIONS'**

## **WHY?**

To ensure that there is clarity over all items school will provide free of charge or for items where there may be a charge.

## **WHO?**

The Head Teacher will ensure that staff are fully aware of and comply with the policy.

The Governors of the School will review the policy annually at the start of the academic year.

## **HOW? WHAT?**

Voluntary contributions may be sought for other activities during the school day which could entail additional costs, for example, visits out of school and visitors to the school.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (However, if insufficient funds are available, then it may be necessary to cancel activities).

## **OPTIONAL ACTIVITIES OUTSIDE OF THE SCHOOL DAY**

We will charge in full for activities provided outside of the normal school day. For example, an evening theatre production, school disco or a school performance. These activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

## **RESIDENTIAL VISITS - OVERNIGHT STAY**

Residential visits are usually an expression of interest and will initially be sought in order to determine the potential costs involved. Once an expression of interest is received, it is expected that parents or carers will pay the fee for board, lodgings and transport. The fee for the visit will never exceed the actual cost.

## **CANCELLING VISITS**

Where insufficient voluntary contributions are raised to fund a residential visit or trip, and the shortfall cannot be made up, then the visit will be cancelled. The decision will be made by the Head Teacher.

Where possible, refunds will be made, but not where financial commitments have been made by the school with parents fully aware. Where activities have been cancelled by the school due to lack of enough funds raised, the school will return all deposits paid.

In line with the School's Behaviour Policy, if a child has demonstrated inappropriate behaviour resulting in us being unable to risk assess effectively, we will take the decision that your child will be unable to attend. If this is the case, there is no

guarantee that any monies paid would be refunded. You will be forewarned of this prior to issuing the ban.

### **EXTRAS**

Charges in full may be requested for some activities that are known as "optional extras". The charge cannot exceed the actual cost of providing the optional extra.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges in full. For these activities, there is no support for children in receipt of Pupil Premium.

On receiving information that a parent is experiencing difficulties with payments for a forthcoming visit the parent must seek advice from the Head Teacher/Business Manager whereby an instalment plan may be arranged. Any discussions with the Head Teacher/Business Manager regarding individual family's financial circumstances will remain confidential.

### **SCHOOL MINIBUSES**

A charge will be added to activity visits where the school mini bus is used to supplement coach hire.

### **CALCULATING CHARGES**

When charges are made for an activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not.

### **MALICIOUS DAMAGE**

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge may be made to parents or carers in order to replace/repair the damage that has been made.

### **LATE COLLECTION/NON-COLLECTION AT THE END OF THE SCHOOL DAY/SESSION**

If you are unexpectedly late collecting your child and you have informed us, we will support you on these exceptional circumstances. However, a charge will be made for childcare for any child not collected by 3.20pm if no contact has been made. The charge will be for the member of staff who will provide the care and administration time.

This will also apply to morning nursery pupils who are not collected by 11.50am.

If you are late on more than one occasion or we begin to see a regular pattern emerging then your child will be placed in the after school club provision, this will be a cost of £3.50 up to 4.30pm and £5.50 up to 6.00pm per child. Morning nursery will

also incur a £3.50 late collection fee. Please refer to the child collection policy.

## **PAYMENTS**

All payments made to school are to be paid through ParentPay. This can be done either online using credit or debit cards through the secure website ParentPay, or in cash at local stores that display the PayPoint logo. Parents/carers are issued with activation codes to set up online ParentPay accounts where they can view electronic records of all payments and charges.

## **SCHOOL MEALS**

Children in Reception, Year 1, and Year 2 are entitled to universal school meals.

Children in Years Three, Four, Five and Six – these are charged at £2.30 on a day to day basis.

For parents who meet the government's eligibility criteria, your child will be entitled to free school meals. For this, parents must apply direct to Dudley Council via the link below:

<https://customer.dudley.gov.uk/free-school-meals/create/>

All meals are to be paid for in advance through ParentPay. If there are insufficient funds on the account reminders are sent out via ParentPay advising of the total amount owing which must be paid in full by 9.00am the next school day. Until this amount is paid in full no further hot dinners will be suspended and you must provide a packed lunch.

For any non-payments a letter will be sent home confirming the amount outstanding. Thereafter, any outstanding debts will be forwarded to the Dudley MBC Recovery Service for collection.

## **Free School Meals - Eligible Benefits**

Your child might be able to get free school meals if you get any of the following:

- 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

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child might also get free school meals if you get any of these benefits and your child is both:

- younger than the [compulsory age for starting school](#)
- in full-time education

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

## **TUCK**

Years 3 to 6 can order tuck for morning break. This consists of

toast - 25p                      muffin - 25p                      milk - 20p.

Payment for tuck must be made through your ParentPay account. If you wish your child to have tuck, please ensure that you keep your parentPay account topped up. **All payments must be made in advance.**

## **FUNDED CHILDCARE**

### **30 Hour Entitlement**

You can usually get 30 hours' free childcare if:

- a parent\* or both parents are working the equivalent of 16 hours per week at least at the national minimum or living wage
- a parent or parents earn less than £100,000 per year **each**, for dual parent household.
- The entitlement extends to those who are self-employed
- One or both parents are temporarily away from work on maternity, paternity, parental or adoption leave
- One or both parents are temporarily away from work and in receipt of Statutory Sick Pay
- One of parent is in receipt of benefits relating to caring responsibilities or their own disability
- One parent is employed and one parent is disabled or is incapacitated and receiving specific benefits

The sessions available are five morning session per week 8.40am - 11.40am and five afternoon sessions per week 12.25pm - 3.25pm.

We offer lunchtime care to enable your child to attend from 8.40am - 3.25pm.

*\* Parent means a person with parental responsibility for the child or care of the child in cases where the parent has remarried or is living with a partner, the step-parent or partner must also meet the earnings threshold.*

### **30 Hour Nursery Entitlement Additional Charges**

The school are offering lunchtime care from 11.40am - 12.25pm. A charge of £3 per day is payable in advance.



We are able to offer your child a hot lunch. The cost of this is £10 per week or £2 per day. Payment for lunches is via ParentPay and must be paid in advance.

## **EXTENDED SCHOOL CLUB**

### **Breakfast Club**

Breakfast Club is run from 7.30am - 8.40am. The club offers a breakfast to your child which includes cereal, toast and a drink.

The cost is as follows:

7.30am - 8.40am	£5.00 per day
8.00am - 8.40am	£3.00 per day

### **After School Club**

After School Club is open 3.20pm - 6.00pm and will include a snack and light refreshments.

The cost is as follows:

3.20pm - 4.30pm	£3.50 per session
3.20pm - 6.00pm	£5.50 per session

All bookings and payments are made via ParentPay. Any changes can be made up until midnight the day before a booked session. All sessions need to be paid for in advance. ParentPay will not allow you to book a session unless there is money on the account.

We are unable to accept a child into the setting unless an official booking has been made in advance.

All cancellations must be made in writing to [esc@queen-vic.dudley.sch.uk](mailto:esc@queen-vic.dudley.sch.uk) giving 24 hours notice, otherwise charges will still apply. You can also cancel these sessions yourself, the day before.

If you fail to use any of your allocated days for two consecutive weeks, your place will automatically be given to someone else who requires it and your child will no longer be able to attend on that day, unless a space becomes available.

Children should be collected promptly at the end of each session. The school will impose a late charge fee of £5 for every 10 minutes that the children remains in school after their allocated session has finished.

## **ACCESS DATA REQUESTS**

The school will make a charge of £10.00 to provide information for any access data requests.

## **GDPR - PERSONAL DATA**

This policy is collecting personal data and accordingly adheres to the principles of data protection law. Further information on the lawful basis of using personal data can be found in the school's privacy notices. The personal data obtained will also be managed in line with the school's data retention policy. For further information, please refer to the school's data protection policy."