CLAYTON ST JOHN CofE PRIMARY

CHARGING & REMISSIONS POLICY

Ratified by Governors:	14/10/2024	Signed Headteacher: G Emsley Governing Body
Next Review Date:	Autumn 2026	

Safeguarding Statement of Intent

At Clayton St John CofE Primary we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Clayton St John CofE. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying. We also work to ensure that our pupils are aware of Online Safety and who to talk to if they feel vulnerable or scared.

Vision Statement

'Growing together in God's Love'

Rooted deeply in God's love, we flourish as individuals and as a community.
Within a nurturing environment, we develop curiosity, creativity and a love of learning.
We learn and grow when things go well and things go wrong. In all we do we hope to be the best we can be.

Ephesians 3 v 16 and Jeremiah 17 v 7 & 8

Statement of Intent

At Clayton St John CofE Primary we strive to ensure that our pupils are safeguarded against any form of harm. We ensure that our staff are trained appropriately, can identify signs of abuse and follow policy and procedures for reporting concerns, disclosures and allegations.

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Clayton St John Vision and Values

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"Growing Together in God's Love"

To grow together we will follow Clayton St John's Be Ready Values:

- Be Kind and Friendly
- Be Safe and Wise
- Be Truthful and Forgiving
- Have Courage and Respect

"Growing together in God's Love"

A warm welcome to all our visitors here at Clayton St John C of E Primary School.

Our school vision.

"Give thanks the Lord, for he is good;
His love endures forever."
1 Chronicles 16-34

'Growing together in God's Love'

A member of the bdat family

1. Introduction

The education we provide wholly or mainly during school hours will be free, but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school. Parents are free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions in line with DfE advice on *Charging for school activities.*

2. Objectives

2.1 To make clear what will be provided without charge and what will be offered with a charge being made.

2.2 To clarify what is meant by any request for voluntary contributions.

3. Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from others. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

4. Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging, and transport. There may be circumstances where you might qualify for financial support as stated in the remissions section.

4.1 Children whose parents are in receipt of some specific support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of the board and lodgings charges. A similar entitlement will apply when the trip takes place outside school hours but where it is necessary either as part of the National Curriculum or the syllabus for religious education. See Appendix 1.

5. Music tuition

All children study music as part of the normal school curriculum. A charge will occur if a music lesson is provided by Bradford Music Service or other approved peripatetic music tuition providers.

6. Swimming

The school organises swimming lessons for all children in Year 5 in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place.

7. Extra-curricular Activities

The school offers additional sports coaching after school. A qualified coach, who is not a member of the school staff, runs and organises these sessions. We make a small charge for these sessions. If the coach does not charge, then there are no costs to the children.

8. Breakages and lost books

We ask parents to contribute to the cost of lost books and for damages to school property if this is a result of pupil behaviour.

9. Letting of school building

The school building is available to hire to non-profit groups in the community. The school will charge for utilities and any staff costs incurred. Areas of the building are also available to hire at a commercial rate – all enquiries to the school office.

10. School Meals and Milk

School meals are charged per day to all children who are not in receipt of Free School Meals or universal infant free school meals (UIFSM), and payment is made via Coolmilk.
When non-payment occurs, meals will be withdrawn until the debt is cleared (see School Meal Debt Policy)
There is no charge for milk for children in Nursery. Parents are consulted with to ensure we provide milk to children in receipt of Free School Meals should they want it. For children in Reception, milk is provided free of charge until the term in which they turn five.

11. St John's Care Club - Wraparound Care

Fees for wraparound care are payable in advance at the current cost of:

- Breakfast Club Session cost £4.50 per session including breakfast.
- After School Club Session costs £8.00 per session including snack.

Late Collection from School

If children are not collected from school by 3.15pm parents will be informed thar their child/ren will be placed in the afterschool club which will incur a charge of £8.00 for the full session.

Late Collection Fee – After School Care Club

Due to safeguarding and for legal reasons, there are always two members of staff present when a child is on-site. Collecting a child after 6.00pm will incur a charge of £10.00 for every 15 minutes, to cover overtime costs of both staff.

12. Nursery paid 15 hours

Where parents are not entitled to a funded 30-hour places in nursery, it may be possible to offer a number of paid places for the further 15 hours. This is subject to places being available due to non-filled 15-hour funded places. Places can only be reserved for the full term, payable in advance, at the current cost of £15.00 per day, £75.00 per full week.

13. Outcomes

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the local authority and that it will meet the requirements of the law.

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APPENDIX 1

Remissions

We have set aside funds from Pupil Premium to enable families in financial difficulty to support their children with the cost of visits and activities, including after-school clubs. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

When a school informs Parents/Carers about a forthcoming residential visit, they should make it clear that Parents/Carers who can prove they are in receipt of any the following benefits will be exempt from paying the cost of board and lodging:

- Free School Meals
- Income Support
- Income-based Jobseekers Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- The guarantee element of State Pension Credit
- An income related employment and support allowance.
- Universal Credit
- Working Tax Credit run-on: paid for 4 weeks after you stop qualifying for Working Tax Credit.

To request assistance, parents/carers should contact the School Business Manager in confidence.