



# Blue Gate Fields Infant School

## Charging and Remissions Policy

Agreed by staff  
Agreed by Governors

Date September 2019  
Review September 2020

The Education Act 1996 requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The Governors of Blue Gate Fields Infant School believe that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging policy describes how they will do their best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils from taking full advantage of the opportunities.

At Blue Gate Fields Infant School, we believe that the children benefit greatly from the visits and trips that are planned over the year as well as from visitors into school. Parents are asked for voluntary contributions when a trip has been organised. It is made clear in the letter that these are voluntary contributions and all children will be taken on the trip, regardless of whether their parents have contributed.

Trips are organised at the beginning of the year, with the cost implication being taken into account. Travel is by public transport, where possible, which is free for children, to minimise costs and introduce children to the benefits of travelling by public transport.

The school reserves the right to cancel any trip or activity for which insufficient contributions have been raised.

The school does not charge parents for any activities within school hours such as music lessons or lunch time clubs.

However, from January 2011, Governors have decided to charge parents a contribution towards the cost of running after school clubs in order to enhance the quality and frequency of the clubs on offer. (£20.00 per term - around £2.00 per session)

#### Charges for out of school hours clubs

At Blue Gate Fields Infant School charges will be made for after school clubs. The total charge made will not exceed the cost of providing the activity. Parents will not be asked to subsidise the costs to other pupils and will only be asked to pay the cost, or towards the cost, of the activity per child.

The costs that may be legally recovered are:

1. Teaching staff engaged under contracts for services purely to provide an optional extra. This includes supply teachers engaged specifically to provide an optional extra.

2. Non teaching staff
3. Any materials, books, instruments or equipment provided in connection with the optional extra.
4. Transport to an activity outside school hours.

### Remissions

Children whose parents receive one of the support payments below are legally entitled to remissions, where specified in this document.

1. Universal Credit (Annual net earned income threshold of £7,400 which equate to total household income after benefits of between £18,000 - £24,000)
2. Income Support
3. Income Based Job Seekers Allowance
4. Income-related Employment and Support Allowance
5. Support under part V1 of the immigration and Asylum Act 1999
6. Child Tax Credits provided they are not entitled to Working Tax Credits and have an annual income which does not exceed £16,190.
7. The guarantee element of State Pension Credit.
8. Employment and Support Allowance.

### Guidelines for the collection of money

#### Daily Dinner money

Parents whose children are not entitled to the Universal Infant Free School Meals (UIFSM) Grant (i.e. nursery age children) pay each day in the office weekly / daily amount by cash or cheque.

Office staff use the Scholar Pack program to record which children have school dinners and the payment.

Dinner registers are sent to the office electronically by class teachers.

Office Staff count and check that money adds up with the " Dinner Book Total".

Money is locked in the school safe every day.

The balances are banked on Wednesdays into the school Disbursement Account.

Office Staff initial, date and sign the total amount banked on the paying in slip.

#### Trip Money

Money is collected and recorded on the trip form by the Teaching Assistant or the teacher.

Money is brought down to the office by the Teaching Assistant or the teacher each day.

Money is counted by the Teaching Assistant and Administrative Staff.

Totals are agreed and trip forms are initialled by the Teaching Assistant and Administrative Staff.

The amount banked is recorded on the class trip form.

Money is banked in the School Disbursement Account.

The total amount taken is recorded on the trip form and completed forms are held in the office.

### **Uniforms, Book Bags, P.E Bags and Water Bottles**

Parents buy all items from the office.

Administrative Staff collect the money and a record is kept in the office income book of the total amount of money collected and how many items have been sold.

The money is banked.

### **Damaged Books**

Money is brought to the office by the Teaching Assistant, teacher or librarian.

The amount is recorded in the office income book.

Money is banked in the School Disbursement Account.

A receipt is given to the parent.

### **School Fund (Parents')**

Any money raised by parents is counted by the Head or Administrative Staff.

The amount is recorded in the office income book.

This is banked separately in the School Fund account.

### **Payment for clubs**

Money for clubs is either collected by the Teaching Assistant with responsibility for clubs or brought to the office by parents. As the cost per child varies, depending on the number of siblings and entitlement to Free School Meals, the administrative staff check that the correct amount has been paid. The amount paid is recorded on the clubs list. All monies are paid into the School Disbursement Account, is listed as club money.

### **Photograph money**

The company taking photographs provides specific envelopes for the collection of money. These are given to parents who return them to the administrative office. Office staff DO NOT open the envelopes, but record the name of the parent who returned the envelope and the amount stated on the envelope. The envelopes are collected by courier.

**Charitable collections.**

From time to time, the school raises money for charity. Any money collected is brought to the office. It is counted and paid into the School Disbursement Account. A cheque is then sent to the relevant charity, and a receipt requested.

**Receipts**

**A receipt is given to parents for any money paid to school for over £15 or if requested.**

This charging and remissions Policy was approved by governors in September 2019 and signed by the chair of governors.

..... Chair of governors.

..... Date

It will be reviewed in September 2020 or sooner in the case of new information, changes or legislation.