

**HALFPENNY LANE  
JUNIOR, INFANT &  
NURSERY  
SCHOOL**



**Charging & Remissions  
Policy 2018/19**

---

# Charging and Remissions Policy

---

## 1. Introduction

The Trustees of Pontefract Academies Trust and the School Governors of Halfpenny Lane School are committed to a free and comprehensive education which provides equality of access and opportunity to all pupils.

The Charging and Remissions policy aims to:-

- inform parents and carers where the school will or will not charge for activities, or alternatively where the school will request a voluntary contribution from parents/carers to support in covering the cost of an activity;
- clarify how charges will be determined, to assist parents and carers in understanding why requests for payment are required for some activities.

## 2. Admissions

There is no charge for admissions.

## 3. Examinations

There is no charge for examinations that are part of the curriculum where children have been prepared for the examinations by the school.

## 4. School Meals/Milk/Breakfast Club

### 4.1 School Meals

There is no charge for children who are entitled to free school meals or universal infant free school meals. Pupils not entitled to free school meals will be charged £2 per day (£10 per week) payable each week in advance on a Monday. Charges will be reviewed annually in advance of a new academic year, and, any changes approved by the Local Governing Body. Parents are encouraged to make payment electronically by Parentpay, by cheque, or if this is not possible in cash by making a payment at the administration office where a receipt will be provided.

Any overpayment, for example if a pupil is subsequently absent due to illness, will be credited to your child's account. However, any meal booked and not cancelled before 10am will have already been ordered with the kitchen and will have to be paid for.

Dinner money balances are retained on Parentpay and are available for parents to check by logging

into their Parentpay account.

Outstanding payments will be dealt with as follows:-

- a weekly audit of outstanding dinner money will be undertaken;
- any parents in arrears will receive a letter outlining the arrears;
- the school policy is that any child whose arrears amount to the cash value of two weeks will be contacted and advised that until the arrears are cleared, they will no longer be able to access school meals;
- in accordance with the Pontefract Academies Trust Bad Debt Policy all bad debts are reviewed on a monthly basis and where necessary outstanding debts are referred to the school's Local Governing Body to determine whether the school should take court proceedings.

## 4.2 School Milk

School milk is provided free of charge for children under the age of 5 until the beginning of the term in which the child turns five. Please refer to the school term dates for each academic year. Dates for the Academic Year 2018-2019 are:-

- **Autumn**            **05/09/18 to 22/12/17**

If your child's 5<sup>th</sup> birthday is within these dates you should pay for all three terms

- **Spring**            **23/12/18 to 29/03/19**

If your child's 5<sup>th</sup> birthday is within these dates you should pay for Spring and Summer terms

- **Summer**            **30/03/19 to 24/07/19**

If your child's 5<sup>th</sup> birthday is within these dates you should pay for Summer term

If your child's 5<sup>th</sup> birthday is after the 24<sup>th</sup> July 2019, then milk is free for the entire school year.

Milk is available to order for all children in school not eligible for remissions or concessions. Milk is provided through FP School Milk UK Ltd and charged at £1 per week. Parents are asked to register on-line with School Milk UK direct [www.schoolmilkuk.co.uk](http://www.schoolmilkuk.co.uk). School Milk UK delivers milk daily and only deliver in relation to paid orders therefore where payment is not received milk will not be provided.

It is not possible to reimburse parents for milk when a pupil is absent from school, however milk will be available for the parent to collect up to 10am. Where parents choose not to collect milk then, after this time, it will be made available to other pupils.

### 4.3 Breakfast Club

The school offers a Breakfast Club starting at 8.00am each morning during term time and costs £2.00 per day.

Parents must pre-book attendance at breakfast club no later than Wednesday of the week prior to attendance. Payments must be made in advance and sent to school with the booking form, unless paying on Parentpay when no booking form is required as the details can be placed in the notes section.

The school is registered with several Child Care Voucher Schemes and are therefore able to accept certain childcare vouchers for the payment of breakfast club. Please contact the school office for more details.

Outstanding payments will be dealt with as follows:-

- a weekly audit of outstanding breakfast club fees will be undertaken:
- any parents in arrears will receive a letter outlining the arrears;
- the school policy is that any child whose arrears amount to the cash value of two weeks will be contacted and advised that until the arrears are cleared, they will no longer be able to access breakfast club;
- in accordance with the Pontefract Academies Trust Bad Debt Policy all bad debts are reviewed on a monthly basis and where necessary outstanding debts are referred to the school's Local Governing Body to determine whether the school should take court proceedings.

The school are unable to offer any exemptions or discount for pupils eligible for FSM (see exemptions) to attend Breakfast Club.

## 5. Activities that take place during school hours

There is no charge for activities during school hours with the exception of music tuition (section 9).

There is no charge for transport during school hours to events/activities organised by school.

**We may charge for:**

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge e.g School Book Bags £4);
- optional extras (section 6);
- music or vocal tuition (section 9).

## 6. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools;
- part of the syllabus for a public examination that the pupil is being prepared for by the school;
- part of the school's basic curriculum for religious education.

### Optional Extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) part of religious education;
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit.

### The cost of optional extras

The Head of School will decide when it is necessary to charge for optional activities, and the fees will be set annually by the Head of School on the approval of the School Governance Committee. The charges, when determined, will be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 13**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra;

- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## 7. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 5**.

Travelling time is included in time spent on the activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 6**.

## 8. Residential activities

### Our school will not charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
- travel costs where the residential activity is classed as being within school hours;
- residential activities that take place during school hours.

### Our school will charge for:

- **Board and lodging**  
When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything

up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may qualify for a reduced cost** (see section 12 for more guidance on remissions).

- **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

- **Activities**

The school may charge for residential activities that fall **outside** of school hours (see section 6).

## 9. Music tuition within school hours

Halfpenny Lane School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Peripatetic Music Tuition is available to pupils in KS2; this is provided by Wakefield Music Service. The current flat rate, reviewed annually, is £63 per term (£189 per year). Payment is required termly in advance. Parents can either pay electronically or send a cheque into school which is then recorded showing manual payment on Parentpay. Reminder letters are issued on a fortnightly basis with a Final Reminder issued at the end of a half term. Where no payment is received after the Final Reminder the pupil will be asked not to attend and to return any loaned instruments to the music centre.

In line with the Music Service Remission's Policy – pupils eligible for Free School Meals will be able to have access to music tuition for one instrument free of charge.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

## 10. Extended Services

Halfpenny Lane School is dedicated to providing a well-rounded and extensive education for our pupils which include a wide range of extra-curricular activities (extended services). Extended services

enable our school to provide:

- high-quality learning opportunities either side of the school day;
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services);
- ways of increasing pupil engagement;
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils;
- breakfast club – at a cost of **£2.00** per day to cover the cost of the provision;
- after school clubs are currently run by staff at no extra cost to parents.

The total charge for any extended services will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **11. Damage to property and breakages**

Where school property has been wilfully damaged by a pupil or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head of School and dependent on the situation.

## **12. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Income related employment and support allowance
- Child Tax Credit ((where the person is not receiving Working Tax Credit as well) and have an annual gross income of no more than £16,190))
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit

- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head of School in consultation with the Finance Governor will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Head of School.

## **12. Voluntary contributions**

Halfpenny Lane School may ask for voluntary contributions to the school for general funds and/or to fund activities or trips that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents. If the activity costs less than the estimated cost then if this equates to more than £5 per pupil (£10 for residential trips) it shall be refunded, or if the amount equates to less than £5 per pupil the contribution will be retained to support future school activities and in accordance with the School Educational Visits Policy.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **14. Inability or unwillingness to make voluntary contributions**

Halfpenny Lane School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## **15. School Lettings**

Halfpenny Lane School is committed to making its premises available for the benefit of the community and will recover the costs of the letting in accordance with the Schools Letting Policy.

## 16. Fixed Penalty Notices (Fines for Unauthorised absences)

In line with Pontefract Academies Trust Attendance policy, Halfpenny Lane School follow Wakefield Council's guidelines on issuing fixed penalty notices. Please refer to Fixed Penalty Notices Code of Conduct and Pontefract Academies Trust Punctuality and Attendance Policy.

Signed: \_\_\_\_\_ Chair of Governors

Signed: \_\_\_\_\_ Head of School

Date: \_\_\_\_\_