



Charging and Remissions Policy

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<i>Admin use only</i>	
Location	
Website	
Learning Platform	
Policies File	
Staff room	
Headteacher's File	
Policies Log updated	





Policy on Charging and Remissions

Introduction

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some extra- curricular sporting activities.

Cashless Payments App

Loxdale Primary School is a Cashless school. Wherever possible, we take payments via the school's cashless payment system. The school is currently in a transition period whereby we are changing providers for our Cashless payment system. Our system is currently provided by School Money for which the school pays an annual fee. Our new system will be a system that will bring together a number of different systems in school in to one single system that does everything. This will work out easier for users to communicate with school, pay for trips, dinners etc and provide information about your child as well as allowing school to communicate with parents/carers in an easier and more cost effective way.

Our current system of cashless payment

Parents can access School Money via the following link or download the Schools Cashless Payment System App where all payments can be made securely and safely.

<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney&source=website&version=20190314>

A Parent's guide for the website and app is available to download on the link above.

Parents/Carers will receive an email sent by the school office with secure log in details when their child starts school.

Further information is available from the [School Money - Payments and Arrears policy](#).

New System

Our new system will go live in July but we will not roll out the cashless aspect of this system until midway through Autumn term to ensure that all systems are working as they should before we ask parents/carers to use the app.



School Trips / Visits

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites Parents/Carers to contribute to the cost. 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/Carers have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents/Carers have a right to know how each trip is funded, and the school provides this information on request. The following is a list of additional activities, organised by the school, which require voluntary contributions from Parents/Carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips
- musical events.

All payments for School Trips are to be made via the School Cashless payment System App.

Residential visits

The school organises residential visits for Key Stage 1 and Key Stage 2 children. The cost of this trip includes board & lodging, transport, entrance to any sites visited and charges for any optional extra activities to be experienced. The cost of Residential trips is subsidised by the school so that Parents/Carers do not have to bear the whole cost. However, the costs cannot be fully covered by the school as Residential trips are not an essential part of the curriculum.

Parents/Carers who are in receipt of the following support payments are entitled to claim remission from the payment:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999



- the guaranteed element of State 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/Carers who wish to claim remission, should do so by contacting the school office by email at loxdaleprimaryschool@wolverhampton.gov.uk

If we cannot raise sufficient funding through voluntary contributions, the visit may have to be cancelled. In which case, any payments already made would be refunded. Where refunds are required, this may take a couple of weeks to process.

Where a refund is required because a child has not attended a school trip through illness, the school will not refund the deposit as all deposits are non-refundable.

All payments for Residential are to be made via the Schools Cashless Payment System App.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir are also without charge.

Swimming

The school organises swimming lessons for all children in Key Stage 2 when they are in Year 3. These take place in school time and, as they are part of the National Curriculum we make no charge for this activity. We inform Parents/Carers when these lessons are to take place, and we seek the written permission of Parents/Carers for their children to take part.

School Uniform

The school does not ordinarily carry stock of school uniform for Parents/Carers to purchase. Instead, parents/carers are directed to [Bilston Market](#) or www.schoolbelluniforms.co.uk where all uniform can be purchased. The school does carry a limited stock of school ties which parents/carers may



purchase as a replacement for lost ties. These are charged at £3 each and should be paid via the Schools Cashless Payment System App.

When children first join Loxdale in Reception, the school will provide each child with a School Book bag, PE Kit bag and Water bottle. All of which will have the school logo on them. This will be free of charge for each child. However, if they need to be replaced at a later date or are lost, we would not provide the replacement.

Please see the school uniform policy on our website for more information.

Sports Coaching

The school offers additional sports coaching after school. These sessions are currently run by the schools own qualified sports coach.

The school also offer an after school football and development squad sessions. There is currently no charge for either of these sessions.

Karate

The school works in partnership with Thomas Hickman Karate to provide Karate lessons to a limited number of children. The cost of the club is £3.50 per child per session. The school pays a subsidy of £1 per child per session meaning that parents pay the balance of £2.50 per child per session. Each term of sessions is payable upfront and must be paid via the Schools Cashless Payment System App.

AFC Wolves

The school works in partnership with AFC Wolves to provide Football Coaching sessions to Year 3 and 4 children. The school subsidise this club so the cost to parents for the club is £20 per child per half term. Each term of sessions is payable upfront and must be paid via the Schools Cashless Payment System App.



Breakages and Fines

The Governors reserve the right to ask Parents/Carers to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour (inc but not limited to learning resources, ICT equipment, Sports equipment).

Milk

There is provision to provide $\frac{1}{3}$ pint (189ml) free milk per day to Nursery children. For children in Reception and above, the school will ensure that a beaker of milk is available for every child during their lunchtime. This will be funded by the school and there will be no charges for milk to Parents/Carers.

School Meals

The school has adopted the standard Local Authority charging policy for schools meals.

The current charges for meals are -

- £2.40 Key Stage 2 Paid
- £3.00 Adult/Staff school meals
- Free Key Stage 2 Children in receipt of free school meals

As part of the Governments 'Universal Infant Free School Meals' initiative which commenced Autumn Term 2014, all Key Stage 1 - Reception, Year 1 and 2 pupils in state funded schools in England are eligible for a healthy, cooked lunch, at no cost to parents/guardians/carers.

Breakfast and Afterschool Club

A before and after school childcare provision is available from our external childcare provider Moore's Childcare Services. This is to be booked in advance. Enquiries for Breakfast/After School Club should be directed to the school website:

[Breakfast / Afterschool club](#)

or the company's website:

<http://www.moorechildcareservices.com/>

Alternatively, Parents/Carers may speak to the School Office for further information.



Paying for Information

Where individuals or Parents/Carers make a subject access request, there will be no charges made for providing the information requested. However, charges to cover administrative costs may be made if additional copies of information are requested.

Where Parents/Carers or members of the public request copies of information under either the Data Protection Act or the Freedom of Information Act, the Governors may make a charge to cover administration costs of providing additionally requested copies or where the request is manifestly unfounded or excessive, whereby a "reasonable fee" for the administrative costs of complying with the request may be charged.

Monitoring and review

This policy is monitored by the Governing Board, and will be reviewed annually.

Signed:

Date: