



DAWPOOL

# Dawpool Church of England Primary School

## CHARGING, REMISSIONS & LETTINGS POLICY



### Vision Statement

'The Dawpool community are united in their ambition to create a school which embodies the person, love and work of Jesus Christ: a school which enables Christian values to flourish and where all children may experience the abundant life that Jesus offers.'

*'The Fruit of the Spirit is Love, Joy, Peace, Patience,  
Kindness, Generosity, Faithfulness, Gentleness  
and Self-Control'*

*(Galatians 5: 22-23).*

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## **Introduction**

The Education Act 1996 establishes the basic principle that the education provided by any maintained school for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school admission charge and no charge for any related activity which takes place during school time.

## **Activities that may be charged**

Dawpool has regard to the most recent guidance on charging for school activities: <https://www.gov.uk/government/publications/charging-for-school-activities>

In line with this guidance, charges may typically and reasonably be made for the following:

- Individual tuition in playing a musical instrument may be charged for provided that it is not part of the National Curriculum or part of the syllabus for a prescribed Public Examination.
- Where parents have indicated that they wish to have the finished product from a particular lesson e.g. individual craft items, pottery, needlework, cookery, a charge may be made to cover materials.
- For all residential visits deemed to be within school hours, or part of the National Curriculum, a charge for board and lodging will be made.
- Optional visits or activities occurring outside of school hours may be charged for in full.

Charges will be proportional for each pupil and will not exceed the cost of the provision. Lessons or activities will not be confirmed until parental or carer agreement has been received, ideally by return of a signed reply slip.

## **Voluntary Contributions**

Within the Education Act it is possible for schools/academies to ask for voluntary contributions from parents. Dawpool may therefore ask for voluntary contributions in the following circumstances:

- Voluntary contributions can be invited from parents towards the cost of the school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest;
- Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Headteacher who will treat any such approach in strictest confidence;
- School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support, will outline the proposed visit, cost, educational value and its relationship to the school curriculum;
- If insufficient voluntary contributions are received and the trip or activity is considered by the Headteacher not to be financially viable, then it will be cancelled and any monies received will be returned

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If a parent wishes their child to take part in a school trip or activity, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity if possible. In these cases, the school has to bear the cost. 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.

In the case of residential trips, parents are asked to cover the costs of these. We endeavour to keep these charges to the absolute minimum and offer parents a payment scheme to ease the burden as much as possible. When the school has to make a commitment in advance, deposits received from the parents will be non-refundable. Payments for residential trips are made via SchoolMoney (our secure online payment provider).

We do invite parents to inform us if they are experiencing financial hardship so we can do what we can to assist.

The following is a list of the type of additional activities organised by the school that may require voluntary contributions from parents. These activities are known as 'optional extras'.

- Visits to museums
- Sporting activities incurring transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events

Voluntary contributions are paid via our online payment system, SchoolMoney.

### **Remissions**

As far as its resources allow, Dawpool will support pupils and their families to participate in the full range of activities offered as part of the curricular and extra-curricular provision. This applies particularly to those pupils whose families receive support payments such as those detailed below.

While each case for support will be reviewed sympathetically, and in full confidence, the school itself has only limited resources at its disposal, and will seek to use these resources prudently to affect the greatest number of its students. Pupil Premium money may be used if appropriate. Pupil Premium funding is assessed using the following criteria:

- Ever 6 Free School Meals Children
- Children with no recourse to public funds (NRPF)
- Children adopted from care or who have left care
- Ever 6 service children

Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to apply to the school for some remission of charges for board and lodging costs during residential and other school trips.

The relevant support payments are:

- Income support

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- Income-based Job Seeker's Allowance
- Income-related Employment Support Allowance
- Pension Credit (Guarantee Credit)
- Support under Part VI of the Immigration and Asylum Act 1999

### **Clubs**

Some of the clubs offered by our school are provided by external providers and not school staff. There will be a cost attached to these clubs as they are not provided by our own staff.

Clubs provided by school staff will be free. However, there may be a small charge for equipment used in the clubs.

External providers are charged a small sum of £10.00 per hour towards the cost of providing a room for their use. This cost is referred to in the Club Leaders Expectations document and is payable prior to the commencement of the club.

### **Music Tuition**

All children study music as part of the national curriculum. Year 4 children take part in a Wider Opportunities programme run by Edsential where they are taught to play a musical instrument. We do not charge for this.

Individual or small group sessions are taught by peripatetic music teachers. We have two providers, Edsential and Simon Harper Music.

Parents are given information about additional music tuition at the start of the academic year. Music tuition is offered to children from Year 3. We offer brass, woodwind, guitar and piano. Charges apply for these lessons.

The cost of lessons offered are payable direct to the music providers.

### **Swimming**

The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. No charge is made for this activity including the cost of transport to the pool. Parents are informed when these lessons are to take place.

### **Other sports**

We offer various other sports coaching after school and during the lunchtime period. When these are provided by an external provider a charge is made. If a member of staff is running sports coaching sessions, then these are offered for free.

If we are attending a sporting event at another school or sports centre, we may require transport and will ask parents to contribute to the cost of this.



## School Meals

Our school operates an in-house catering facility. Children in Foundation 2, Year 1 and Year 2 are entitled to a free school meal via the Universal Infant Free School Meals Scheme which is funded by the Government.

Our Foundation 1 children and our junior children in Years 3, 4, 5 and 6 are charged £2.20 per meal. These costs are paid via our online payment system, SchoolMoney.

If a child's parent(s) is in receipt of certain benefits, they may be entitled to a free school meal. If this is the case then this information is fed into our online payment system and the child will receive a meal free of charge.

Staff and visitors can have a school meal. These are charged at £2.65 per day.

## Toast

We offer toast as a snack during morning break. This has been a long-held tradition at Dawpool and offers children a warm, healthy and welcome alternative to a piece of fruit. Toast is charged at £1.00 per week and is paid for half-termly in advance. Payments for toast are paid via the SchoolMoney online payment system.

## Milk

Children in Key Stage 1 can receive milk if their parents wish. Milk for children under the age of 5 is free and is paid for by the Government, however, parents must register their child to receive this milk. Parents wishing for their child to receive a carton of milk each day must contact [www.coolmilk.com](http://www.coolmilk.com) directly to join the milk scheme. After the age of 5, the cost of providing the carton of milk will be charged to parents who have joined the scheme. The cost is in the region of £15 per term.

## Wrap-around Care

Dawpool provide an in-house Breakfast Club and After-school Club. Our breakfast club runs from 7.45am and our after-school club is open until 5.45pm. We offer a full, in-house wraparound care facility. A charge is made for these services. Payments are made by parents via our on-line payment system, SchoolMoney.

We also accept payments via Childcare Vouchers from a number of different providers. Please ask at the school office for further details on the providers currently used by the school.

Breakfast Club sessions are charged as follows:

**£5.50 per session for children in Foundation 1**

**£5.00 per session for children in Foundation 2 and above**

After-School Club sessions are charged as follows:

**£9.50 per session for children in Foundation 1**

**£9.00 per session for children in Foundation 2 and above**



## **Foundation 1**

Dawpool has a Foundation 1 setting. All children attending our Foundation 1 provision are entitled to the universal 15 hours of free childcare, funded by the Government. This provision is not means-tested.

Some working families may be entitled to a funded full-time place (30 hours funding claimed for by parents via <https://www.gov.uk/30-hours-free-childcare>).

Parents can access additional sessions at a cost of £12.00 per additional session. We also charge for the provision of lunchtime childcare at a cost of £3.00. Parents can pay for a school meal at the cost of £2.20 per day or send in a packed lunch.

Parents pay for all additional charges and lunches via the online payment system, SchoolMoney.

We also accept payments via Childcare Vouchers from a number of different providers. Please ask at the school office for further details on the providers currently used by the school.

## **Uniform**

Items of school uniform (with or without the school logo) may be purchased directly from the school. Families can access the latest order form and price list on the [uniform section](#) of the school website. Alternatively, families may purchase items of uniform from their preferred retailer.

## **Lettings**

Hiring rates legislation requires that any costs of hiring premises which are charged to the school's delegated budget must be repaid to that budget from income received, for example, costs of electricity and heating. Any surplus will be available for use by the Headteacher in consultation with the governors.

External club providers are charged a small sum of £10.00 per hour towards the cost of providing a space for their use. This cost is referred to in the Club Leaders Expectations document and is payable prior to the commencement of the club.

External Club Leaders must sign a 'Club Leader Expectations Agreement' which gives clear guidance on how clubs should run, what to do in the event of an emergency and the current charge (see Appendix 1). When the signed agreement is received, an invoice is sent to the provider for the full course of the club.

The Governors have taken the decision not to enter into any letting agreements outside of school hours. The exception to this is the use of the school for fundraising events held by our PTA (FoDS). No charge is made as the proceeds of any fundraising will benefit the school directly.

It is the responsibility of FoDS to obtain any appropriate licences (e.g. sale of alcohol etc).

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### **Caretaker**

The Caretaker will be informed of all lettings, even if he is not on duty for the letting.

If the caretaker is not on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency (whereabouts of first aid supplies, telephone, fire extinguishers and emergency exits. They must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted.

In the event of a governors meeting the responsibility for securing the building will belong to the Headteacher and Deputy Headteacher.

### **Keys and Security**

The Headteacher and Chair of Governors should agree on who may hold the keys to the premises.

The Local Authority, Police, Fire and Security Services should hold the names, addresses and telephone numbers of the key holders. It is important that the correct procedures are followed.

The caretaker should be informed if anyone (governors, headteacher or staff) is on the premises outside of school hours.

### **Use of Premises for Parliamentary, Local and European Elections**

The Returning Office may use part or all of a school for the purpose of an election. The candidates in such elections are entitled to use 'free of charge', at reasonable times, a suitable room in the school for public meetings.

'Free of charge' means that the school cannot make a hiring charge for this use of the premises. However, any expenses incurred in preparing, heating, lighting, cleaning the rooms or caretaking costs, are met by the Local Authority.

### **Site Capacities**

Governors have a legal responsibility to comply with the maximum figure allowed under health and safety requirements for their premises.

### **Review**

This Policy will be reviewed annually as part of the review of the Financial Policies and Procedures.

Date of Policy - January 2025