

BECK



Charging and Remissions Policy

Tess Wilson

Autumn 2018

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by Local Authorities in England.

The information below details charging and remissions for Beck Primary School which are subject to review each year or following any change.

Educational Visits

Year groups are allocated a budget at the start of each financial year to subsidise the cost of educational visits. Where the cost of the visit is not fully subsidised by school, parents/carers may be asked to make a voluntary contribution. No child is excluded from taking part in an activity because their parents/carers are unwilling or unable to pay. Pupils in receipt of Pupil Premium are subsidised from the Pupil Premium Grant. We reserve the right to cancel any activity for which suitable funds have not been raised.

Residential Visits

Children attend residential visits on a voluntary basis and a charge is made for board and lodging. Visits are subsidised by the relevant curriculum area budgets and children in receipt of Pupil Premium are subsidised from the Pupil Premium Grant.

Classroom Activities

Classroom activities are resourced from within the school budget and no charge is made for activities relating directly to the national curriculum. Parents who have indicated in advance that they wish their child to take home the finished product (e.g. cooking, craft) may be asked to cover the cost of materials/ingredients.

Breakfast Club

Breakfast Club runs from 8am to 8.45am each morning (Monday to Friday) and a small charge is made for food and drink. A list of charges is available in the dining room and on request. A weekly pass can be purchased which entitles children to a 'basic breakfast' each day. These passes will be issued free of charge to pupils in receipt of Pupil Premium.

School Milk

Milk is provided to school each day under Sheffield City Council's contract with Hillsborough Dairies. Milk must be ordered at the end of each term for the following term at a cost per day which is notified to the school in advance. Children who are entitled to free school meals, and children under 5, are also entitled to free milk and no charge is made to parents/carers of these children.

School Lunches

Beck Primary School runs its own catering department and provides meals daily from its school kitchen. A charge of £2.00 per meal is made to all children except those who are entitled to free school meals. Parents are asked to pay for all lunches required for the week each Monday and outstanding debts are followed up by Mrs Shepherd, one of our Admin Officers. Parents may be reminded of outstanding amounts by letter, text, phonecall or in person in the school office. If a debt reaches £20, parents are advised that their child may no longer receive school meals until the debt is paid off and must bring a packed lunch.

Uniform

All children are expected to wear school uniform. Our official supplier is Logo Leisurewear who collects orders paid for each week and delivers orders made previously. Parents/carers can collect a uniform order request form from the school office. The order form along with correct payment should be returned to the office in a sealed envelope to be passed to the supplier on his weekly collection/delivery visit. Alternatively, much of the uniform can be purchased from local supermarkets, although this will not bear the school logo.

After School Activities

Beck Primary School runs an After School Club each day (Monday to Friday). It is based in the dining room and provides after school activities and a snack. A charge of £8 per day is made for each child who attends. A discount is made where more than one child from a family attends; charged at £15 per day for 2 children and £21 per day for 3 children. The After School Club (ASC) is staffed by Beck Primary School's teaching assistants and bookings may either be made in advance, or on the same day as required by 9.30am in order that suitable staffing can be arranged. Cancellations must also be made by 9.30am if they are for the same day or a charge for that day will be levied. Payment for all bookings must be made in advance. The ASC runs from 3pm-6pm and a late charge of £1 per minute is levied for late collection of children. This is to cover the additional staff costs required to supervise children who are waiting to be collected after 6pm.

Lettings

In the event of a request by an external provider to use school land or buildings, a request form is sent to the provider and, if approved, a letting agreement is made between the school and the provider. This sets out the conditions of the letting, including any charges that may be levied. Lettings to local groups for the benefit of children are usually made at a nil charge other

than any charge to cover the cost of caretaking, cleaning etc. which the school may incur as a result of the letting.

Nursery Places

Beck Primary School has a 52 FTE place 3 year olds' Nursery and a 20 FTE place 2 year olds' Nursery (Little Beck) which are both usually fully subscribed by Free Early Learning (FEL) places. In the event that spare places become available or the school agrees to additional allocations for a particular child, a charge will be made to the parent/carer or relevant Body, based on the Local Authority's funding rates.