



POCKLINGTON CE (VC) INFANT SCHOOL

Charging Policy

Date Reviewed:	8 TH MAY 2024
Date Due for Review:	JUNE 2025
Contact Officer:	Gill Husband
Approved By:	Dr Lynn Bartram / Governors

Pocklington Infant School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for statutory education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions. Pupils eligible for Pupil Premium are not asked for a contribution.

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

Aims

1. To make a broad programme of activities and visits accessible to as many pupils as possible
2. To maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges.
3. To ensure that all charges are fair and reasonable.
4. To set a balanced budget.

CURRICULUM ACTIVITIES

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

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. The Friends of Pocklington Infant School may use funds raised to subsidise school visits.

Parents have a right to know how each trip is funded. Any insurance costs will be included in contributions. 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. These activities are known as 'optional extras'.

This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre or from theatre companies
- musical events
- specialist visitors in school

Costs of Materials/Productions

We may ask for a contribution towards the full or partial cost of Licences for Productions (including venue hire etc), materials or ingredients.

The Freedom of Information Act

The Freedom of Information Act allows parents the right to ask for copies of various reports.

Damages to or Loss of School Property

The school will seek payment from parents for damages to or loss of school property caused wilfully or negligently by their children. The school will invoice the parent. The invoice must be paid within four weeks of the invoice date. Parents must contact the school during the first week of receiving the invoice, if they wish to negotiate a regular payment scheme over an extended period. In exceptional circumstances, the Head Teacher may set a nominal amount, rather than the real cost of the repair or replacement.

Lost/ damaged reading or library books are charged at £5.00 per book.

Lost/damaged RWInc wallets are charged at £0.50p per wallet.

Charges for Nursery Fees

Charges are added to your parent pay account weekly, therefore we request that we receive payments weekly.

A reminder will be sent via the app weekly on a Friday, we request all charges are paid up to date at the end of each half term.

If your child does not attend a session your funded hours cannot be carried forwards.

Payments are to be made by ParentPay.

Failure to pay outstanding charges will result in:

1. A £10 charge will be added for any outstanding charges that are not paid by 3pm on the last day of each half term.
2. If the payment is still outstanding by the first day of the subsequent half term a day letter will be sent requesting full payment including any additional charges, within the week.
3. If the payment is still outstanding after 7 days of the initial letter another letter will be sent saying that their child/ren CAN NOT attend the provision until the arrears have been cleared.
4. If the arrears are not cleared within 30 days of the initial letter it will be referred to East Riding Credit Control Debt Collection Department and further action will be taken.

In case of hardship please contact the office to arrange a payment plan.

Statutory Remission

Statutory remission (release of charges) is given when the parent qualifies for:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support;
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by His Majesty's Revenue and Customs) does not exceed £16,190 in the previous financial year
- The Guarantee element of State Pension Credit
- An income related employment and support allowance
- Working Tax Credit run-on (paid for the four weeks after qualification for Working Tax Credit is stopped)

Third Party After school clubs

The school will charge the full or partial cost of after school clubs run by third parties. Payment must be made in full when a place is awarded via ParentPay. Should the pupil not wish to attend after the first meeting of the club the cost will be refunded in full. Refunds will not be given for pupils leaving after the first session.

After school clubs run by non-teaching staff on a paid basis

When school support staff run an afterschool club there will be a charge to cover any costs.

Nursery

The school will charge for pupils attending Nursery who are not eligible for childcare voucher schemes or wish to attend more sessions than those covered by their voucher/government funded hours.

There is a charge for the Nursery Lunch session (this falls outside of the voucher and government funded schemes) which includes lunch. Charges and conditions are available from the school office.