

Crossflatts Primary School



# Charging & Remissions Policy

Approved by the governing body on: February 2024

To be reviewed on: February 2025

Signed on behalf of the governing  
body: M.Morgan

NB. This guidance will be retained for a period of 7 years from replacement.

## **Charging and Remissions Policy**

All education at Crossflatts Primary School during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

### **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 have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contributions. We do not treat these children differently from any others. Children entitled to Pupil Premium funding will be eligible for either part or full cost of the trip or visit to be paid for.

If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school has to pay 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. If the school does not receive enough voluntary contributions then the trip or event may have to be cancelled.

The following list, though not exhaustive, gives examples of additional activities organised by the school, which require voluntary contributions from parents. These charges only cover the expenses of the trip, and are not calculated to make a profit.

- visits to museums and art galleries;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

### **Foundation Stage Voluntary Contributions**

Parents of children who attend Nursery and Reception classes are requested to make a termly voluntary contribution towards the provision of special enhancements e.g. "special" snacks and items to enrich learning for individual events.

#### **Residential visits**

If the school organises a residential educational visit we make charges for activities, accommodation, food, travel and insurance to cover costs but do not seek to make a profit.

Current residential visits take place for Years 4 and 6 pupils.

#### **Use of Child Care Vouchers for Residential Visits**

Following advice taken from HMRC and Bradford Council Audit Team, the Governing Body have been directed that childcare vouchers can only be used as part payment for school residential trips for the duration of time that children would have spent attending our Breakfast Club and / or our After School Club. Therefore, the sum of the equivalent to Breakfast Club and After School Club, as at the current charge, can be used as payment for residential trips if your child/children would have normally attended breakfast club and / or After School Club.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is provided in addition to the National Curriculum. Individual or small group lessons may be provided by teachers within school, through the local authority or a private provider. Charges may be applied for these lessons. We give parents information about additional music tuition at the start of each academic year.

## **Swimming**

The school organises swimming lessons for all children in Year 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and ask parents for their written permission for their child to take part in swimming lessons.

## **Extra-Curricular Activities**

The school offers opportunities for pupils to participate in additional activities outside of school hours and may make a small charge to cover the costs of the external providers/staffing.

## **Lettings**

The school charges third parties for the hire of its facilities (sports hall, fields, meeting rooms, etc.). Current charges for lettings are specified in the Lettings Policy.

## **Milk**

Is provided free of charge for all children in Nursery and Reception. Pupils in other years are entitled to purchase one third of a pint of milk per day, all the current costs are available on the school website.

## **Fruit**

Free fruit is provided by the Government for all pupils in Nursery, Reception, Year 1 and Year 2.

## **Breakfast Club**

We offer pupils and families a healthy breakfast at a reasonable cost. The charges are available on the school website, these are reviewed annually by the Governing Body and Senior Leadership team to ensure best value.

If your child attends Breakfast Club would you please ensure that payment is made weekly on Parentpay.

Parentpay will be activated each Friday afternoon with the amount owing for that week, with a deadline for payment by the following Monday.

Failure to make payment for a period of 2 weeks or more may result in parents no longer being able to access the service. The process for this outstanding debt is outlined in our school's Debt Recovery Policy.

## **School Meals**

For families who pay for school meals, all payment is made directly to the catering provider. Full guidance is available on our school website, under school meals.

Failure to address any outstanding balance for a period of 2 weeks or more may result in children not being able to access the school meal service.

If parents think they may qualify for free school meals for their child, then they should look at the school website for more information.

## **After School Care Club**

We provide an after-school care facility for pupils in full time education at Crossflatts Primary School. The charges are available on the school website, these are reviewed annually by the Governing Body and Senior Leadership team to ensure best value.

## **School Uniform**

At Crossflatts Primary School we believe that school uniform supports effective teaching and learning. We also make sure that as per the School Uniform Law our uniform costs are reasonable.

If parents need support with the cost of school uniform, they may be entitled to pupil premium and should look at the school website, under the heading uniform for more information.

The link for our school uniform with a logo is also on our website, under the uniform heading.

We also have lots of pre-loved uniform in school, please contact the school office on [office@crossflatts.bradford.sch.uk](mailto:office@crossflatts.bradford.sch.uk) if you would like some. We actively encourage donations, if parents have any spare uniform, just drop it at the main office.

Pupils are not required to wear uniform with a logo, it is optional. Therefore parents can buy uniform from any store e.g. a supermarket, as long as this is the correct school colours.

### **Our school uniform consists of:**

- White or light blue polo shirt
- Royal blue sweatshirt or cardigan (pupils in Nursery, Reception, Years 1,2,3,4)
- Pupils in Year 5 and 6 wear jade green sweatshirts or cardigans
- Dark grey or black skirt, pinafore dress or trousers
- Sensible black shoes/ black trainer style shoes. No open toe sandals or croc-style shoes.
- Plain black, grey or white socks.
- In summer pupils are allowed to wear blue or jade gingham dresses or grey/black tailored shorts.
- Parents should ensure that their child has a named coat, a sun hat and sun cream for hot summer days and appropriate winter wear for the colder months.

**Please name ALL clothing and footwear.**

### **Lost Books**

To cover the cost of replacement, a charge of £5.00 per book will be made for the loss of any library or reading books.

### **Damage to School Property**

It is at the discretion of the Governing Body and/or Headteacher to consider making a charge to parents for any damage to school property by a pupil or parent, caused either wilfully or neglectfully.

### **Debt Recovery**

Please see Crossflatts Primary Schools Debt Recovery Policy which outlines schools procedures for outstanding payment from parents/carers.

**Reviewed by the Governing Body: February 2024**