



Penketh Primary School  
Charging and Remissions Policy  
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## Policy Responsibilities and Review

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## Introduction

Penketh Primary School is an inclusive school committed to minimising the chance that pupils are excluded from school activities because of cost.

It is our aim that all pupils should receive equal access to curricular activities and that we act sympathetically and supportively towards families who may not be able to afford to pay for extra-curricular experiences for which independent providers charge. This includes keeping such costs under review to ensure they are reasonable and seeking to arrange subsidies where appropriate either from school funds or independent bodies. Parents have a right to know how each trip is funded. The school provides this information on request.

## Education During School Hours

All education during school hours for children of Reception age through to Year 6 is free. The school also arranges a number of day trips out of school and visits by external providers into school to enhance and broaden the school curriculum. We make no charge for these enrichment activities but do ask for voluntary contributions towards the cost. Parents are may also be asked to contribute towards the cost of materials for practical activities in some circumstances.

In addition, some year groups have residential trips programmed into the school year. We ask for payment for these opportunities but give families advance notice to enable them to budget towards meeting the cost.

## Voluntary Contributions

Enrichment activities are trips out of school and visits by external providers or partner organisations into school. The school invites parents to contribute to the cost of enrichment activities on a case-by-case basis. However, if we do not receive sufficient voluntary contributions, we may in some circumstances decide to cancel the activity.

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. If parents are unable to contribute the full voluntary amount, they are encouraged to contribute whatever they can towards the trip or visit. The school may pay the shortfall and meet the additional costs in order to support the visit. The school only passes on the overall cost of a school trip and under no circumstances makes a profit. Parents may, if they wish, pay more than the minimum voluntary contribution to enable an activity to take place where others are unable to afford the voluntary contribution. If parents kindly wish to pay more, they may do so at their own discretion.

Please note that as swimming lessons are part of the National Curriculum they are fully funded through the school's budget.

## Uniform

We expect children to wear our school colours of blue, grey, black and white. We encourage parents/carers to purchase jumpers/cardigans with the school logo on them from our uniform providers. We do not have logos on shirts/ PE kit so parents can buy cheaper clothing from High Street retailers. We do expect children to be properly equipped for PE lessons.

## Non-Uniform Days

From time to time, the school may decide to allow children to come to school in their own choice of clothes. This is usually related to fund-raising for a charity or to support the work of our Parent-Friends Association. We ask for a voluntary donation on these occasions of money or an item that may be sold to raise money. If a parent wishes their child to take part in a non-uniform day but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully.

## The cost of materials used in practical lessons

These items will be paid for from the school's budget.

## Extra-Curricular Activities and After-School Clubs

Where additional clubs are offered before school, during lunchtimes or after school, a charge may be made. Charges for clubs and any other provision are made explicit at the time of offering opportunities to children. Those offered by school staff will be at a nominal charge of £2.00 per session which will help school to subsidise other clubs or school visits. Those provided by external providers will have a higher charge dependent upon their costs. We can arrange special payment arrangements to support individual families.

## Residential Visits

Where the school organises a residential visit in school time, which is to provide education related to the National Curriculum, we make a charge to cover the costs of board, lodging, activities and transport. It is our aim that all pupils should receive equal access to residential visits and that we act sympathetically and supportively towards families who may not be able to afford to pay for such an experience. This includes keeping such costs under review to ensure they are reasonable and seeking to arrange subsidies where appropriate either from school budget or our PFA.

## Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Subject to availability and to the terms and conditions of individual tutors, children are offered the opportunity to study a musical instrument with peripatetic teachers. Parents who wish their child to participate pay the additional music lesson fees on a termly basis. The instruments are either paid for by the school or the Local Authority.

## School Property - Damage and Loss

If a child damages or destroys furniture or fittings, materials, apparatus, equipment, books or any part of the fabric of the building, the school reserves the right to ask parents to pay the full or part cost of repair, replacement or restoration, where this is a result of a pupil's inappropriate behaviour.

## Library Books

We reserve the right to ask families for the full cost of any library books borrowed by children and either damaged beyond repair or not returned to the school on request.

## Breakfast Club

The school runs a Breakfast Club from 7:50am to 8.40am every morning. There is a charge for this service via ParentPay and we ask that parents ensure that this account is topped up on a weekly basis to avoid debt being accrued. Subject to capacity, places at Breakfast Club should be booked weekly via an e-mail to the school office.

### After-School Club

This is an independently-run club registered with OFSTED to provide after-school care. Full charges apply.

### Fruit and Water

We encourage parents/carers to provide their child with a fruit snack and water every day. This is entirely at parent's discretion. We are part of the Government's "Fruit for Schools" scheme and endeavour to ensure that all children receive a fair allocation of the fruit received into school through this scheme.

### School Dinners

Parents/carers reserve the right to choose whether their child has school dinners, or a packed lunch brought from home. Parents/carers who wish their child to have a school dinner can pay the school meals service via ParentPay. A child is eligible for free school meals if the parents/carers receive income support, Job Seekers Allowance (income based), Child Tax Credit or Pension Credit with Child Tax Credit and have an annual income of less than the specified amount (and not in receipt of Working Tax Credit) or are assisted by the National Asylum Support Service (NASS).

### School Documents and Curriculum Information

The school is committed to making information easily accessible to parents/carers. Parents/carers are able to read school policies on our website or on the school premises, free of charge. Documents held on the school website are available to download free of charge. We will advise parents/carers on an annual basis of the estimated total expected cost of voluntary contributions for the forthcoming academic year.