

Falcons Primary School



FALCONS
PRIMARY SCHOOL

Charging and Remissions Policy

June 2025

Approved Date: 25th June 2025

Review Date: June 2028

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

- * successful learners
- * responsible citizens
- * creative thinkers and
- * reflective individuals

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. Basic Principles

There is no charge for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution.

2. School meals

Pupils who qualify for free school meals and infant free school meals will not be charged. However, Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the governing body.

3. Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution.

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. This will depend on the school's overall financial situation. Parents / Carers in receipt of income-based job seekers allowance may write to the headteacher for details of possible financial assistance from the school. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums/religious places;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to theatre company;
- workshops in school;
- class outings, day trips and residential;
- musical events.

4. Visits and residential school journeys

Class visit and residential can only be included in our programmes of work if parents are willing to make a voluntary contribution. We try to keep costs at a minimum. Parents have a right to know how each trip is funded. The school provides this information on request.

No child can be barred from taking part in the above activities because their parents are unable to pay. However, when this is the case, the money has to be found from school funds and, in the case of residential trips, particularly, this can often be difficult. We are only able to offer these activities to children when the vast majority of parents are willing to make a voluntary contribution.

5. Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are a statutory part of the National Curriculum. We request parents for voluntary contributions towards the costs of providing swimming. These costs include insurance, transport, swimming venue hire, instructors and additional staffing. We are only able to provide swimming above and beyond the statutory requirements when the vast majority of parents are willing to make a voluntary contribution. A significant contribution from the school budget is made to subsidise swimming every year.

6. Music tuition within school hours

The school follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

9. Extended Before and After school provision and clubs

Falcons Primary School is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (After school provision). These clubs require a charge for tutor and resources. A termly activities timetable is published on the website and also sent to parents/carers via email. A hard copy can be obtained on request from the school office.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

The school offers Before and After school provision as a care club and charge for this provision.

10. Damage to property and breakages

Where school property has been willfully or recklessly damaged by a pupil or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

11. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Income-related employment and support allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working tax credit run-on - paid for four weeks after you stop qualifying for working tax credit.
- Universal credit with annual net earned income of less than £7,400

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

12. Late Collection of Pupils

School finishes at 3.00pm for pupils. If pupils have not been picked up from the playground by 3.10pm they will be taken to the school office. Late parents need to come to the school office to notify the receptionist that they have come to pick up their child. If a parent repeatedly arrives at reception after 3.15pm a charge for late collection may apply.

We recognise that there may be exceptional circumstances which lead to a parent/carers being unable to get to school on time and parents must notify school by 2.30pm at the latest so that the child/children can be reassured.

In cases of repeated late collection, the following process will be followed;

- If a parent arrives late to collect their child/children without informing the school in advance of the exceptional circumstances surrounding their lateness, they will be issued with a late collection notice. This will remind the parent of the time school finishes and the importance of them collecting their child/children on time.
- Should the parent arrive late on a second occasion they will receive a letter notifying them that should they continue to pick up late the governing body will be notified and a late collection charge may be issued.
- Following a third late collection the governors will be notified and a late collection charge of £20 may be issued.

15. Monitoring and review

This policy is monitored by the governing body, and will be reviewed every 3 years or earlier if necessary.