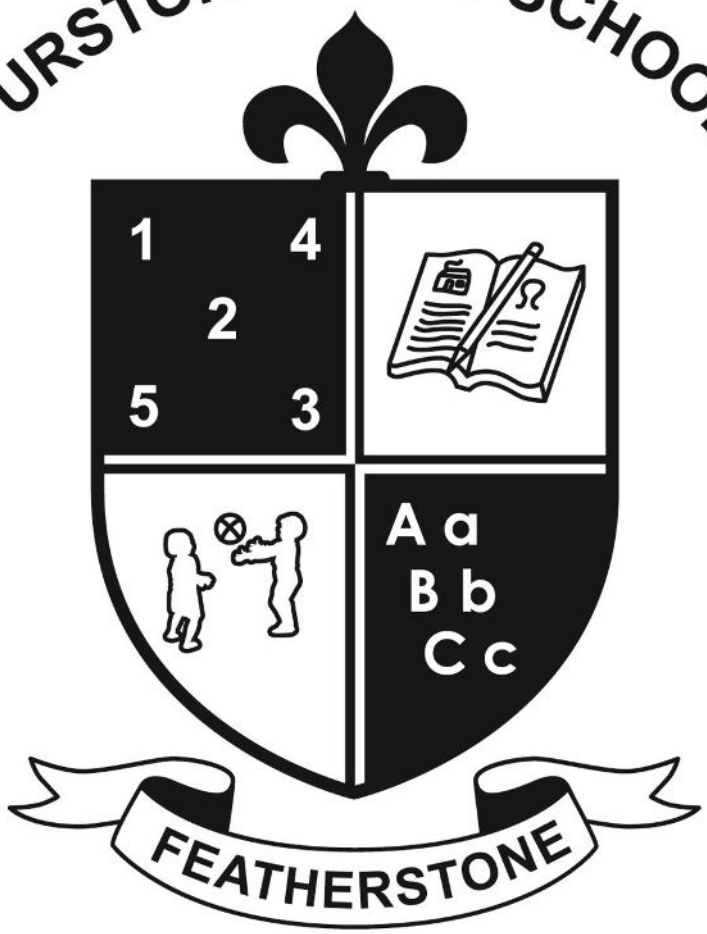
PURSTON INFANT SCHOOL



Charging and Remissions Policy

Introduction
The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.
The policy has been informed by the Local Authority policy and referenced to the DfE guidance: Charging for school activities (2013). It describes the circumstances under which we may make a charge and how we will ensure any charges that are made will be to cover costs and not make a profit.

At Purston Infant School, we recognise the valuable contribution that a wide range of additional activities, such as educational trips and extra-curricular activities can make towards our pupils personal and social education. We aim to promote and provide such experiences as part of a broad and balanced curriculum for the pupils of this school.

Definition
The school day is defined as: 8:45 until 3:15 full time. The midday break does not form part of the school day.
Nursery day is: 8:30- 11:30 and 12:30 – 3:30 for Universal entitlement of 15hours

No charge is made for admitting children to maintained schools and education provided during these school hours is free.
In addition to this, parents/carers who qualify are entitled to additional extended hours under the 30 hours scheme. Please go to the Nursery 30 hours section.

Policy statement
During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example ingredients for food technology, curriculum themed or sports events, educational visits or visitors into school.
In these circumstances no pupil will be prevented from participating because their parents cannot or will not make a contribution. If insufficient funds are available, it may be necessary to curtail or cancel activities.

Voluntary Contributions
The school or governing body may ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, school trips, visits etc. will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip will be cancelled. If the trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others.
Sometimes contributions may be required for some staff led extra-curricular activities e.g baking, food tasting.

There is no obligation to parents to make any contribution. The child will not be excluded from any activity due to their parents/guardian/carer either unable or unwilling to pay for activities in school hours.

The school may subsidise a visit from the School Fund at the discretion of the Governing Body. The subsidy will apply equally to all parents/carers.

If your child is not able to attend a visit, which has been costed to include them, then a refund can only be given for costs not incurred due to their non-attendance e.g. entrance fees if not pre-paid.

The school may ask parents/carers to pay for damage to school property or equipment where this is a result of inappropriate behaviour. Parents/carers may also be asked to pay for books/resources which are lost or damaged. The charge will be the cost of repair or replacement. Each incident will be dealt with at the Headteacher's discretion.

Optional activities outside of the school day
We aim to provide our extra- curricular activities at no charge. However, where the school incurs costs we may charge for optional, extra activities provided outside the school day, for example Dance and Sports clubs. Such activities are not part of the National curriculum or religious education.

School meals
Universal Infant Free School Meals – Since September 2014 pupils from Reception to Year 2 are entitled to a free school meal. Parents/carers are asked to confirm upon entry whether they would like their child to receive a school meal. ISS are currently our catering provider charging school £2.63 per meal plus annual service level agreement fee. The Government reimburse all schools at a rate of £2.66 per meal currently.

Breakfast Club
£3.00 breakfast club 7.45am-8.15am for supervision and breakfast.
Parents are required to book and pay 3days in advance to secure a space as per the Breakfast Club Agreement.
Payment should be made on the Arbor system or in person to the Breakfast Club Leader. Missed payments will result in your place being withdrawn. If parents need to cancel or change bookings this must be 7 days prior. Booking cancellations requested within 7days of the session will not be refunded. If your child is absent from school due to illness a credit will be applied.
From 8.15 until 8.45 the DFE free breakfast scheme allows your child to attend for free. The places are limited and must be booked in advance like the paid club.

School Milk
Milk for the under 5s is free until the term in which your child turns 5.
Parents/carers will receive a payment request four weeks before their child's birthday - If you wish to continue to receive school milk a payment to Coolmilk is required. Payments can be made either online or at a local PayPoint in half-termly, termly or annual instalments.
Children over 5 are still eligible to purchase subsidised milk for their child to have in school.
All children who are eligible for Free School Meals through the eligible benefits will receive free milk even after they turn 5 without having to register. Please make school aware that this applies to you.
How to register for milk:- online at www.coolmilk.com

Nursery 30 hours
In addition to the sessional funded Universal 15 hour places for all 3 and 4 year olds, the school offers parents the option of taking 15 additional funded hours per week based upon the extended entitlement or '30 hours' scheme. We can only offer this to 8 children currently. School will allocate places based on our Early Years Admission policy and any adhoc sessions will only be allowed where space is available.

Funded 'Universal' 15 hours can be taken on a morning or afternoon depending on availability.
Morning session : 8:30am – 11:30am
Afternoon session : 12:30pm – 3:30pm

The 30 hour sessions will be 8:30am – 2:30pm (2:30pm until 3:30pm will incur an extra charge)
Monday to Friday during school term time only.

The school may request a deposit of £50 for a 30 hours place if demand is high. This will be refunded as part of the first invoice once a child has taken up the place. Failure to take up the additional hours booked will mean the deposit becomes non-refundable.

Parent/Carers must provide their eligibility code – this must be reconfirmed every three months.
If a parent/carer becomes ineligible for the extended entitlement/additional funded 30 hours the place will be withdrawn at the end of the 'Grace Period'.
In the event of a parent/carer letting their 30 hours code expire, the code will need reactivating but this will not become active until the following term. School will still offer the extended childcare if required but this will be charged at the standard Local Authority rate which for 2026/27 is £5.89 per hour.

If you would like your child to stay beyond the 30 hours from 2:30pm until 3.30pm then a charge will apply of £5.89 per day. This will apply to all 5 days attended, we cannot accommodate staggered leave times throughout the week.

Parents will receive an invoice for the sessions a month in advance and will be expected to pay this by the due date as agreed on the Early Years Registration Agreement Form. This can be paid via the Arbor online payments or in person at the office. Charges will still be applicable should your child be absent for whatever reason. Missing payments will result in your place being withdrawn. Where there is an outstanding balance and the debt is not cleared within 2 weeks a letter is posted home requesting that the debt be cleared. If this has still not been cleared after another week, a second letter is sent to inform the parent/carer that the pupil will no longer be able to continue on 30hours. For all outstanding debts a detailed report will be produced for the Governors at each Resource Committee meeting to determine whether the school should take court proceedings via the County Court.
…….
Children taking up the extended/ 30 hours entitlement must bring a packed lunch each day, we cannot provide a school meal. If a child turns up without a packed lunch then we will ask that a lunch be brought later that morning.

We do not charge for snacks. Nursery Children are entitled to one carton of milk and a piece of fruit during their 15 hour session. They will be offered water during their extended session. If you would like your child to receive an afternoon snack then an additional piece of fruit maybe provided by you.

Late collection charges will be incurred for every 10 minutes after the pickup time of 2.30pm. This charge will be £3 for every 10 minutes that you are late. This will be invoiced.

School Photographs
When the children's photographs are taken by a photography company, the company will send out order information with proofs. Any orders and payments are placed directly with the company. School will receive a commission based on the number of orders placed, which is paid into the School Fund.

Calculating Charges
When charges are made for any activity, whether during or outside the day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those

who can pay to support those that can't or won't. Support for cases of hardship will come through the School Fund for subsidy.

Parents who qualify for support are those who are in receipt of eligible benefits, as below.
The principles of best value will be applied when planning activities that incur costs to the school and/or the parents.

Arbor – Parent portal
Our parent communications and pay facilities are via Arbor. The parent portal is an App that you can download onto your mobile device.
Arbor is our only form of managing payments from parents/carers. It has a facility to pay electronically for trips, activities, breakfast club and nursery extended hours.
Parents/carers are required to pre-book and pay for breakfast club in advance.
All additional nursery hours will be invoiced directly to parents that require it.

Parent arrears
Arrears are promptly identified and outstanding balances are pursued via email.
Where there is an outstanding balance and the debt is not cleared within 2 weeks a letter is posted home requesting that the debt be cleared. If this has still not been cleared after another week, a second letter is sent to inform the parent/carer that the pupil will no longer be able to participate in the activity or attend the club until the debt has been cleared.
For dishonoured cheques/payments, bank charges apply, we will therefore pass these charges back to you. Adding them to your invoice along with any other reasonable costs incurred in seeking payment.
For all outstanding debts a detailed report will be produced for the Governors at each Resource Committee meeting to determine whether the school should take court proceedings via the County Court.

Eligible benefits
Pupils of parents/carers in receipt of the benefits below may be eligible for Free School Meals

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gros income of no more than £16,190)
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit

Parents who qualify for the above may apply for support, via the Headteacher or Business Manager for some of the charges mentioned.

Reviewed by J Coney, Business Manager 12.8.26

Approved by Resources Committee …….