



Charging Policy

Wibsey Primary School fully recognises its responsibilities for child protection and safeguarding. We recognise that all adults working with, or on behalf of children have a responsibility to protect them. Our school procedures for safeguarding children will be in line with the Guidance for Safe Working Practice.

Remissions

Section 200 of the Education Act 2002 requires that children whose parents are in receipt of the following payments are entitled to free school lunch entitlement and the remission of charges for board and lodging on residential school trips:

Income Based Jobseekers Allowance

Income Support

Income Related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

The guaranteed element of State Pension Credit

Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (reported to HMRC) does not exceed £16,040.

Working Tax Credit run on paid for 4 weeks after you stop qualifying for Working Tax Credit.

Universal Credit

Please inform us if you feel this applies to you.

In the case of a more expensive visit (eg residential), a non-refundable deposit is requested and then the opportunity to pay by instalments or in total, is given over a longer period of time.

Voluntary contributions

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

If a parent wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the visit or activity. Sometimes the school pays additional costs in order to support the

visit. Parents have a right to know how each visit is funded and the school will provide this information on request for families.

No child has ever been excluded from a visit because of financial constraints on the family. For some children this has a huge impact on their self-esteem and confidence.

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;
- school day visits;
- musical events.
- The school has purchased 2 minibuses to reduce the need to request voluntary contributions.

Uniform

We expect children to wear school uniform as detailed in the School Prospectus. We encourage parents/carers to purchase items of uniform from selected outlets. We also expect children to be properly equipped for PE. Where a parent/carer is having difficulty affording essential items of uniform, we will support them to ensure their child is dressed appropriately. The school furnished Ever6 Pupil Premium pupils with a voucher toward purchasing uniform.

Themed Days

From time to time, Wibsey Primary School may decide to allow children to come to school in their own choice of clothes. This is usually related to a fund-raising activity. We ask for a voluntary donation on these occasions. 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.

Residential visits

If the school organises a residential visit in school time or mainly school time we do make a charge to cover the costs of board and lodging, travel and activities. Children who access the Pupil Premium make a reduced payment for residential visits.

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 for children. We inform parents when these lessons are to take place.

After School Clubs

The school offers a number of after school clubs. Members of the school staff organise and run these sessions. We do not charge for the clubs as we believe this is an entitlement for our children, with the exception of Cooking Club where we ask for a small voluntary contribution toward ingredients. The school offers clubs from external providers which are also free of charge.

Breakfast Club/Teatime Club

The school runs a breakfast club from 7.45 am to 8.45 am every morning and Teatime club 3.30 pm to 5.00 pm. A charge is made for each session to cover staff costs and consumables.

School Dinners

Parents/carers have 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 Education Catering Service at school. Non-payment of dinner money will be pursued by the catering company. All school lunches are now free for children in Key Stage One, or for those who access the Pupil Premium throughout the rest of school.

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.

School Fundraising (eg Sponsored Bounce) subsidises one visit per year group whilst fundraising accounts allow.

Agreed by Governors	Full Governors	
	Finance and General Purposes	X
Date:	Teaching and Learning	
Chair of Committee	Dominic Whowell	
Written	February 2017	
Review	October 2020	