

**Emmaville Primary  
School**

**Charging and  
Remissions  
Policy**

**2023-2024**





Together we grow



## Charging and Remissions Policy

### Purpose

At Emmaville Primary School we want to provide a range of experiences that add excitement and enjoyment to children's learning and personal development. All of our pupils should have equal opportunity to benefit from such activities.

During the school day, all pupils have full and free access to a broad and balanced curriculum.

Pupil start and finish times are staggered. This is to help with traffic congestion at the beginning and end of the school day.

Reception pupils - 9am - 3.30pm  
Year 1 pupils - 8.50am - 3.15pm  
Year 2 pupils - 8.55am - 3.25pm  
Year 3 pupils - 8.45am - 3.15pm  
Year 4 pupils - 8.55am - 3.25pm  
Year 5 pupils - 8.45am - 3.15pm  
Year 6 pupils - 8.55am - 3.25pm

### Roles and Responsibilities

The Headteacher and Governing Body will ensure that the following applies:

During the school day all activities that are part of the National Curriculum and Religious Education will be provided free of charge. The cost of visits to the school by Theatre Groups, Music Workshops, Authors, Storytellers, Poets, Artists or other Educational Visitors, who will enhance the learning experiences of the children, will be borne by the school's finances.

## School Meals

School meals should be paid for prior to the meal being taken, preferably on a Monday for the week ahead or in exceptional circumstances on the day the meal is taken. All payments should be made online via ParentMail, which can be accessed by parents using their login details. Meals may be paid for on a daily, weekly, half termly or termly basis, but there should be funds in the account prior to the meal being taken.

- **Free School Meal Entitlement**

If parents / carers believe their child(ren) may qualify for free school meals they should contact Gateshead Council on 0191 433 3729, access an [application form online](#) or ask for an application form from the school office. The school is only allowed to provide a free meal where this is officially approved by the local authority.

- **Cost of School Meals**

There is no charge for children in Reception, Year 1 and Year 2 and they can have a free school meal funded from the Governments Universal Infant Free School Meals initiative. School meals are available to children in Year 3 - Year 6 at a cost of £2.50 per day. Any revision to school meals prices will be notified to parents/carers the term prior to the new charge taking effect.

- **Non-payment**

We understand that there are times when parents may forget to make payment. Therefore, we will send reminders that payment is missed. We will expect this to be rectified as soon as possible. Where a child continues to take meals, which have not been paid for, the school will contact the parent detailing the amount of money owed.

If the debt continues to accrue, contact must be made with the parent / carer informing them to provide a packed lunch until the arrears are cleared.

### **Monitoring & Recovery of School Meal Debts**

At each Governing body finance meeting, the Head Teacher will provide the Governing body with details of any outstanding dinner money debt and the current position with regard to such debt.

The aim of this policy is to minimise the opportunity for debt balances to build up. All write-offs of outstanding debt must be approved by the governing body / finance committee by the Head Teacher with reasons for no further action being taken.

**Swimming:** Swimming lessons are provided for the children in KS2 and these are free. Parents are however asked to make a small contribution towards the cost of the transport to and from Dunston Baths. However, no pupil will be prevented from participating in swimming lessons if this contribution towards the transport cost is not made.

**Voluntary Contributions:** In order to finance enrichment experiences, it may in some cases be necessary to invite parents to make a voluntary contribution towards the cost of the visit/activity. However, whenever finances allow the school will subsidise such activities. No child will be excluded from enrichment activities if parents have not made a contribution toward the cost. If we need to seek a voluntary contribution from parents, then we will always give good notice of such events.

**Residential Activities:** Residential visits are arranged for pupils in Y4, 5 & 6. Charges will be made to cover the cost of board, lodging and travel expenses. It may also be necessary to ask parents to contribute towards the cost of entrance into museums, theatres or other places of interest. We will however try to ensure that some of these costs are subsidised by the school when funds allow. Adequate notice of residential events is given to families, and should they wish to do so, they can participate in the school's savings club for such visits. Payment cards are provided by the School Administrator, Mrs Julie McKie, and parents can choose any method of saving plan towards the cost of the visit. Should any parent be experiencing financial difficulties, they should contact the Headteacher immediately as we would not want any child to miss out on these valuable experiences.

**Breakfast and After School Club:** These services offered by the school do incur a cost as they take place before and after the school day. However, we do endeavour to keep the cost as low as we can. The Pupil Premium grant can be used to support families who are entitled to Free School Meals.

**Optional activities outside of the school day:** The majority of before and after school clubs are provided free of charge, especially if they are organised and supervised by the school's teaching personnel. The cost of before/after school sports activities provided by external coaches (NUFC, Ryton Rugby, Close House Golf and Durham Cricket) is met from the Sports Premium funding stream. Occasionally parents may be asked to make a small contribution towards the cost of a before/after school club but generally these activities are funded by the school.

**Pre-school Provision:** At Emmaville, we offer places for children who are entitled to Two-year-old Funding. We also offer 30 Hour Provision to those families that are entitled to this funding. However, if extra places are available for 2-, 3-, and 4-year-old children, parents can request to pay for additional sessions. Please contact the school office for further information.

**Calculating charges:** When charges are made for any activity, they will be based on actual costs, divided by the number of pupils participating. The principles of best value will be

applied when planning activities that incur costs. There will be no levy on parents who can pay, to support those who can not. Support for hardship will come through the Pupil Premium grant or from fundraising. Parents who would qualify for support are those who meet the criteria for Free School Meals.

### **Evening and Holiday Clubs:**

During holiday periods the school premises may be used to provide activity clubs for children living within the community. If parents wish to access this facility for their child/children, they need to liaise directly with the outside provider who will be organising the activities.

### **Monitoring and evaluation of this policy**

The Finance and General Purpose Committee meet every month. It is the responsibility of the Headteacher to report to this committee the impact of this policy. The FGP Committee receive regular updates about charges that are made and explanations are given as to how costs are subsidised for certain groups of pupils without any personal information being disclosed.

Person responsible for this policy: Avril E. Armstrong

Policy Reviewed: October 2023