

# Alder Brook Primary Partnership Centre

Walnut Road

Winton

Eccles M30 8LE

Tel: 0161 921 2650

Website address: [www.alderbrook.salfordpru.org.uk](http://www.alderbrook.salfordpru.org.uk)



## Charging and Remissions Policy

The Management Committee of Alderbrook PPC wish to maintain the right to free education but at the same time recognise the valuable contribution that additional activities such as visits can make towards pupils' personal and social education.

To allow such visits to take place it may be necessary to ask parents to make voluntary contributions to the cost of such visits.

### 1. Admissions

There is no charge for admissions.

### 2. School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount *per term* decided by the [LA/ governing body of the school/Academy Trust].

### 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

Parents with children taking part in activities that take place wholly or mainly outside school time may be asked for contributions. Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils wishing to participate.

charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **5. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 4**.

## **6. Damage to property and breakages**

Where school property has been wilfully damaged by a student the school may charge the parents for some or all of the cost of repair or replacement. Parents may also be charged for replacement of damaged or lost books where this is as a result of a pupil's behaviour.

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 headmaster and dependent on the situation.

## **7. 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
- 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
- Income related employment and support allowance
- *[Universal Credit]*

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 the management committee 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.

## 8. Voluntary contributions

Parents may be asked for voluntary contributions to provide educational visits for their children, on the clear understanding that no child will be omitted from the activity by inability to contribute but that activities will not take place if adequate funds are not forthcoming. The School will endeavour to help financially those parents who find difficulty in contributing to the activity concerned.

If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## 9. Inability or unwillingness to pay

Alderbrook PPC is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

---

### Signed by:

_____	<b>The chair of governors</b>	<b>Date: .....</b>
_____	<b>Headteacher</b>	<b>Date: .....</b>
_____	<b>School business manager</b>	<b>Date: .....</b>

This policy will be reviewed *[set out basis]*