



Girton Glebe Primary School

Charging and Remissions Policy

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Review cycle	Biannually

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Document Control 2

Document Control

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Introduction

At Girton Glebe Primary School we believe that the curriculum is enriched by opportunities for children to learn through first-hand experience, visits and visitors and that wider experiences for children prepare them for lifelong learning in wider contexts.

Some of these activities are free, but some will need to be charged for directly. This policy outlines the activities that incur extra charges and the exemptions that apply and is based upon the framework of laws which apply to this area.

School Provided Lunches

Under the Universal Infant Free School Meals (UIFSM) scheme, all pupils in Reception, Year 1 and Year 2 receive a free school meal each day regardless of household income; however, once children reach Year 3, families are charged £3 per meal unless they are eligible for means-tested Free School Meals (FSM), which are available to families receiving certain income-related benefits—including Universal Credit (within set income thresholds) or other qualifying support—and are designed to provide continued access to free meals for children from low-income households.

Free Activities

Educational activities that take place during the school day cannot be charged for with the exception of instrumental music tuition for individuals or groups of up to four pupils. This includes materials, equipment and transport provided in school hours by the local authority or by the school. ‘School hours’ refers to the time that school is usually in session excluding the lunch break.

Voluntary Contributions

The school, however, may invite parents or others to make a voluntary contribution towards the cost of an activity so long as no child is disadvantaged should their parents not make a contribution. The school may cancel any activity funded this way should insufficient contributions be received and where there is no way to make up the shortfall. Clearly, voluntary contributions requested for an activity should not exceed the cost of the activity. Activities which may require voluntary contributions include, but are not restricted to:

- School trips and visits
- Visitors to school where the school has incurred a cost
- Curriculum activities which exceed the delegated budget for a subject where an end product is taken home, such as in design technology projects

Chargeable Activities

Chargeable activities include:

- Instrumental music tuition for individuals and groups of up to four pupils, including examination fees
- Activities which take place before and after school hours or during the lunch break

- Activities which predominantly take place outside school hours but may begin during school hours (e.g. a visit which leaves school during the afternoon session but continues late into the evening)

In general, unless an exemption applies (see below), children may not take part in chargeable activities where parents do not pay the charges.

Exemptions

No charges are made for activities where families receive:

- 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 guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

In these cases, the school will attempt to meet the shortfall through other sources, including grant awards from Girton Town Charity. The school does not charge other parents more in order to cover the cost of exemptions.

Residential Activities

Residential trips will require an initial deposit. In most circumstances, this will be non-refundable. In the event that a pupil chooses not to attend the residential trip, all payments made before the date of this decision are non-refundable.

Board and lodging are chargeable activities (as described above), however funding may be available to families who meet the exemptions criteria above.

Late Collection

To cover the additional costs of supervision, a late collection fee of £5 per child will be charged for every 15-minute increment after the first 15 minutes. Fees will be added to the family's account and must be settled promptly.

Loss and Damage

Where school property is lost, or subject to non-accidental damage, including musical instruments on loan from Cambridgeshire Music, the school will make a charge for the loss or damage caused.