

Aim: The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

Responsibilities: The Governing Body of the School are responsible for determining the content of the policy and the headteacher for implementation. Any determinations with respect to individual parents/carers will be considered jointly by the head teacher and/or governing body.

Charges: The Governing body reserves the right to make a charge in the following circumstances for activities/events organised by the school.

- School Visits in School Hours
- Board and lodging of approved residential activities
- Activities outside of School Hours - The full cost to each pupil of all approved activities deemed as an optional extra
- Loss or damage to property or equipment - Parents may be asked to contribute towards the cost of lost or damaged reading books or library books. This will be at a charge of £3 per book. They may be asked to contribute towards the cost of other school equipment or property repairs should this be a result of damage made by their child.
- Additional Paid Hours in relation to 30 hours funded Nursery provision (£4.50 for 45 minutes from 2.30pm-3.15pm) In the event of a parent/carer letting their 30-hour code expire, the code will need reactivating but this will not become active until the following term. For parents/carers who qualify for tax free childcare they will need to contact school with the tax free childcare reference number to enable payments to be reconciled by the Local Authority Finance Team. Parents/carers will be invoiced on a monthly basis. Payment should be made within 7 days.
- Breakfast Club is available to pupils from Reception to Y2 and is chargeable at £1 per day. Payment is made in cash and payable in advance or on the day of attendance.

Voluntary Contributions: Nothing in this policy precludes the Governing body from inviting parents/carers to make a voluntary contribution towards the cost of additional activities which take place during the school day. Parents/carers are advised that if funds through voluntary contribution are not sufficient to ensure that an activity/event/visit is viable then unfortunately it would have to be cancelled.

Remissions: The Governing body and Headteacher may in some circumstances wish to remit in part or full the cost of a visit/event/activity for a particular group of parents/carers to ensure that no child misses out on curriculum opportunities.

Families whose children who are eligible for free school meals/pupil premium will receive a subsidy/discount towards the cost of educational visits. This will be funded through the Pupil Premium strategy and will be 50% of the total cost.

School Milk for the under-fives is free until the day before the child turns five. Please refer to the school term dates for this academic year.

How to register for milk: The school office will register children under five with Cool Milk.

Parents/carers will receive a letter at end of the term prior to the child turning five notifying them that if they wish for their child to continue to receive school milk, a payment to Cool Milk is required.

Children five or older: Register and pay online at www.coolmilk.com Payments to Cool Milk can be made online.

Penalty Notices (Fines for Unauthorised absences) Common Road Infant and Nursery School follow Wakefield Council's guidelines on issuing penalty notices.

After School Clubs The school does not currently charge for after school clubs

Prohibition of Charges: The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational visit

Review Date: November 2025

Next Review Date: November 2027