



CHARGING POLICY FOR SCHOOL ACTIVITIES, SCHOOL LUNCHES & MILK (ALSO DISPLAY ON WEBSITE)

The governing body of **Overchurch Infant School** has adopted the following policy in connection with the matter of charging for school activities.

1. The governing body endorses the policy of the Wirral Local Authority (LA) with respect to charging for school activities. This policy backs the principles that education in maintained schools should be free and that no pupil's education should be affected by his or her parents' / carer's unwillingness or inability to pay or contribute towards the cost of the pupil's education.
2. Pupils should not have to pay for any materials, books, instruments or other equipment which they use in connection with education provided during school hours. However, the school may charge for, or ask for ingredients or materials for, practical subjects where parents have said that they want to own the finished product.
3. The school will not charge for staff or material costs at residential centres, or for travel to and from outdoor centres if the visit takes place during school hours. However, we may charge for travel if the visit is an optional extra.
4. The school will charge for board and lodging at residential centres. Remission on these charges will be available if the parents / carers are in receipt of any applicable benefits when the visit takes place. Parents should contact the Head Teacher in the first instance.

There is no requirement to complete any forms and the cost will be met by the school from the school budget, school funds or Pupil Premium as determined by the Finance Committee. If the school does not have sufficient funds to meet these costs the Head Teacher may cancel the trip.

5. School trips and visits form an important part of the curriculum offered by our school. Parents are not required to pay for such visits, but may be asked to make voluntary contributions towards the cost. No pupil will be excluded from a school trip because of their parents' unwillingness or inability to contribute, however, it is hoped that parents will feel able to support the school in its efforts to provide a full and interesting curriculum for all its pupils. If the contributions made are not sufficient to enable a planned trip to take place, the Head Teacher may cancel the trip or make such changes to the organisation of the trip as he/she thinks necessary.
6. For activities defined as "optional extras" under the Education Act 1996, the school will charge for board and lodging, travel, materials, books or other equipment, entrance fees, teaching and non-teaching staff and any other costs for providing the activity. If parents would like their children to take part in such activities but are unable to meet the full cost, financial assistance may be available; the Headteacher is happy to talk to parents in confidence about that possibility.
7. Parents may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or any item of school property which has been damaged or lost as a result of their child's behaviour.
8. Parents will be asked to pay for examination fees in the circumstances outlined in the Local Authority's policy statement.
9. School milk is provided by (**Cool Milk**) Milk is provided free to pupils under the age of 5 and pupils who receive a free school meal. Money is paid directly to Cool Milk.
10. A "Schedule of Charges" will be compiled annually and agreed by the Governing Body. This will include any services provided by the school where a cost is incurred including music tuition, school lunches and milk.
11. School meals may be given free of charge to staff and / or visitors at the discretion of the Headteacher.

CHARGES FOR SCHOOL MEALS & MILK

In line with the Annual Budget Setting the Governing Body have agreed that the following charges will apply for 2022-2023

School Meals for pupils

Due to the implementation of Universal Infant Free School Meals (UIFSM) in September 2014 – Children 7 years old or under in Foundation Stage 2 to Year 2 are not presently required to pay for a school meal. No money is collected in school.

School Meals for staff & visitors

Are charged £2.80 per meal (including VAT @ 20%)

School Milk

School milk for pupils is delivered by an Independent Provider – Cool Milk. Parents pay them directly. No money is collected in school.

School claim back the cost of milk for Foundation Stage 1 children from the Nursery Milk Reimbursement Unit (NMRU).

Parents of pupils on the Pupil Premium Register are not charged for milk in Foundation Stage 2 to Year 2; the cost is subsidised through the school budget. However, parents will still need to register their child with Cool Milk.

Letting of School Premises – Not Applicable

Letting of School Facilities - Not Applicable

Trips

Voluntary contributions are requested from parents; costs vary per trip. Trips are subsidised by the School Fund Account, as required.

After School Clubs

Clubs are delivered by an external provider and administered by school. Current charges are £3.75 per session and charged per half term.

Uniform Charges

Uniform is available to purchase from the school reception, whilst stocks last.

Sweatshirts: £11.00

Cardigans: £12.00

Polo Shirts: £7.50

Clear Book Bag: 50p

Administration Charges

Any requests made for copies of school policies/documents may be subject to administration charges.



NURSERY CHARGING AND REMISSIONS POLICY (ALSO DISPLAY ON WEBSITE)

Session Options and Pricing

We welcome all families and carers (See Admissions Policy) and do our best to meet requirements for all children.

Morning sessions are from **9.00am – 12.00pm** and afternoon sessions are from **12.15pm – 3.15pm** which are allocated by the school's administration team. 30 hour sessions run from **9.00am - 3.15pm** and are offered to those pupils in receipt of an eligibility code in the first instance. Extra sessions are charged at a competitive rate of **£5.50 per hour**, but need to be arranged during the application process, so we can check if there is availability to offer additional hours.

All Nursery children are entitled to 15 free universal hours per week and these are offered as:

5 x morning sessions or
5 x afternoon sessions

Some Nursery children are entitled to 30 funded hours which run from **9am - 3.15pm**. **Lunch for 30 hour funded children is served between 12-12.30pm.**

Children eligible for 30 hour funding are able to bring a packed lunch or purchase a school dinner at a price of **£2.50**. Dinners need to be paid for in advance so they can be ordered (half termly). Full menus are available and all children eat their lunch within the Nursery setting supported by the Nursery staff. Parents can collect a menu and will be encouraged to talk to their child about the choices available.

Termly £10.00 Contribution

Contributions are needed to help the school provide certain additional activities. Parents/carers are asked to pay a contribution of £10.00 termly to the school to support the following:

- Cost of snacks
- Ingredients for baking/playdough activities

Parents/carers are informed of this contribution during the welcome meeting and upon their first visits to nursery.

Payments

Payments for tuition charges and school meals are to be calculated and invoiced in advance so they can be paid by parents/carers at the beginning of each half term at nursery. A parentmail and follow up hard copy letter reminder will be sent to parents/carers if they have not paid their fees for their child/children. If parents/carers are unable to pay for lunch time fees for any reason they need to contact a member of the Leadership Team to inform them of their individual situation.

Parents will make these payments on a half termly basis through ParentMail. Alternate options to pay with cash should be arranged and agreed with the office staff who can provide a barcode for the payment to be made via a paypoint retailer. The school operates a cashless system.

Educational Visits During the year

Children in school have the opportunity to access educational visits. A voluntary contribution is requested from parents/carers to support the coach hire/entrance fee for educational visits. No child will be excluded from any such visit if their parents/carers have not made any contribution. If the school does not have sufficient funds to meet these costs the Head Teacher may cancel the trip.

(Further information at www.childcareprovider-checker.tax.service.gov.uk)