Baines' Endowed Church of England Primary Academy

Charging & Remissions Policy

Our mission statement at Baines' Endowed Church of England Primary Academy is:

"With God, nothing is impossible" Luke 1:37

To support our pupils, staff, parents and governors in their quest to achieve the 'impossible', we will teach, guide and nurture our community in the following twelve values:

generosity	compassion	courage	forgiveness
friendship	respect	thankfulness	trust
perseverance	justice	service	truthfulness

At Baines' Endowed, we believe that by valuing all God's children and teaching them to learn, develop and grow in the Gospel values, we will allow them the opportunity to believe that, with the help and love of God the Father, God the Son and God the Holy Spirit, they can achieve what they aim to achieve.

Intent

- To ensure access for all children to a broad and balanced curriculum.
- To ensure access to extracurricular/enhanced curricular provision is available to all children regardless of ability to make a financial contribution

We recognise the entitlement of every child to have full access to a broad, balanced and differentiated curriculum, irrespective of gender, race, colour, religion, particular needs or financial security. Baines' Endowed and Cidari Multi Academy Trust is clear that no child's education should be in any way compromised by the ability of their parents or carers to pay. All statutory curricular provision and religious education during school hours is free. There are also a wide range of extra-curricular activities which children can access free of payment.

Enhancements to curricular experiences may be offered by funding from the school budget, or through donations or fund-raising, as long as finances are sufficient to meet all costs, however parental voluntary contributions may be requested to enable some experiences to take place. Children whose parents are in receipt of specific support payments may be eligible for further remissions. Please contact the School Office for further information.

Individual or small group music tuition, additional to national curriculum provision, can be offered within the budget set by the Academy and supplemented by a small charge per lesson, agreed in advance by Governors.

Implementation

School Trips

When organising school trips or visits which enhance the curriculum and educational experience of the children, consideration is given to the value for money of these experiences and the potential for parents to afford the contribution required.

If it is decided that the trip should go ahead the costs are divided between the numbers of children to be invited to go. Parents are invited to make payment of this as a voluntary contribution. If sufficient voluntary contributions are not made, the trip may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution if they have returned their permission slip.

Parents have a right to know how each trip is funded. The school provides this information on request.

Residential Visits

Each year a residential visit for Year 6 pupils is organised to enable them to take part in adventure activities. Parents are required to pay the full cost of the trip. Children who do not go on the residential visit are offered a range of activities within school and day trips out of school, in line with payment for school trips. Pupil Premium money may be used to supplement the parental contribution to a maximum of £100 per child.

Music Tuition

Music is part of the National Curriculum, therefore charges are not made for class/group musical activities provided to meet statutory requirements – DfES circular 2/89 paragraphs 38-41. Charges are not made for involvement in the school choir or extra curricular music tuition, undertaken by members of staff. There is a charge for individual and group music tuition which is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. School makes a standard charge of £3.50 per child per lesson for these, the remainder coming from the school's delegated budget. In some cases, where children are eligible for specific funding e.g. OC, contributions can be waived.

Extra Curricular Provision (including sporting fixtures)

Sometimes children taking part in extracurricular activities are taken on visits or to sports fixtures. Where appropriate the cost of transport is funded from the school budget, but a small voluntary contribution may be requested to cover transport costs.

Materials/Resources

Parents are not asked to contribute to the costs of materials/equipment to teach the National Curriculum, eg. ingredients for baking. (DfES Circular 2/89 paragraphs 15-17). All costs for such activities are met by the school's delegated budget.

Charges may be made for optional extras and activities provided outside of school hours, or mainly outside school hours. Parental agreement will be sought in advance.

Parents are asked for a nominal payment if reading books are lost/damaged beyond use. Once again this may be waived in the case of hardship. No child will be prevented from having a reading book, because of parental refusal to meet the cost of lost/damaged books.

Extended Services Childcare

School offers an extended provision before and after school during the school's normal opening times. Both groups are managed and operated by Academy staff.

Early Birds opens at 7:45 a.m. and children are provided with breakfast as part of the cost. The current charge is £4.00.

Bridges operates after school provision and currently offers two sessions: 3:15 p.m. to 4:30 p.m. or 3:15 p.m. to 5:30 p.m. A light meal is provided as part of the cost. The current charges are £4.50 for the first session and £8 for both sessions. A charge of £5 is applied if children are collected late, after their session has finished.

Nursery

The Nursery is open for children from two years of age and operates from Monday to Friday each week during term-time only. Nursery opens at 9:00 a.m. until 3:00 p.m. and operates two sessions: 9:00 a.m. to 12:00 p.m. and 12:00 p.m. to 3:00 p.m.

All children, from the age of three years plus a term are eligible for 15 grant funded hours. Depending on family circumstances they may be eligible for 30 hours grant funding. Children may be eligible for funding from 2 years of age. Further information is available from our Nursery manager, or from Gov.uk: https://www.childcarechoices.gov.uk/upcoming-changes-to-childcare-support/

For those families who require additional hours the current charge is £75.00 for a block of fifteen hours. For children attending a full day there is an option to purchase a school lunch at £3.00 per day. A charge of £5 is applied if children are collected late, after the session has finished. The following sessions are offered:

- Package 1: 15 hours (grant funded or paid sessions) Monday and Tuesday from 9:00 a.m. until 3:00 p.m.; and Wednesday 9:00 a.m. until 12:00 p.m.
- Package 2: 15 hours (grant funded or paid sessions) Wednesday afternoon from 12:00 p.m. until 3:00 p.m. and Thursday and Friday from 9:00 a.m. until

3:00 p.m.
- Package 3: 30 hours (part-grant funded/part-paid, or fully paid) Monday to Friday 9:00 a.m. until 3:00 p.m.

School Meals

Charges are made to cover the costs of school meals, currently £3.00, with the exception of children in EYFS and KS1 who currently receive Universal Infant Free School Meals and those who are eligible under the free school meal scheme. For further details please contact the school office, application can be made through the following web site https://www.cloudforedu.org.uk/ofsm/sims/ . Eligibility criteria can be found at https://www.gov.uk/apply-free-school-meals The Government provides additional funding to the school for pupils, which enables us to supplement the teaching & learning and extracurricular activities we provide. All families are encouraged to apply for this benefit, even if pupils are bringing in a packed lunch.

There is no charge for the breakfast provided daily as this is funded by Blackpool Borough Council.

Damage to property

In line with the policy of Cidari Education Ltd., our Multi Academy Trust, charges may be made by the Academy:

- replacement of broken windows or fittings, defaced or damaged textbooks or any other damage or loss occurring as a result of pupils' poor behaviour. The academy is empowered to recover this loss and resultant costs as a civil debt
- unpaid charges legally recoverable will also be recouped, together with resultant costs, as a civil debt.

Impact

Our Academy endeavours to keep any charges to families to a minimum, this is reviewed on an annual basis as part of the financial planning cycle.

Review

Our procedures for monitoring and reviewing the principles and procedures laid out within this policy:

- personal evaluation of procedures adopted in the light of newly issued guidance, reading or courses attended by the Headteacher, School Administration Manager, Educational Visits Coordinator or Subject Leader for Music;
- discussion with staff as to the effectiveness of the procedures;
- discussion with children as to the effectiveness of extra or enhanced curricular experiences.

- discussion with members of governors as to the effectiveness of the policy.

The Charging & Remissions Policy at Baines' Endowed Church of England Primary Academy will be reviewed and modified on a regular basis at least every two years by the School Business Manager. At every review, the policy will be shared with and approved by the Headteacher.

Approved by: Debi Rusling Date: 17/11/25

Last reviewed: November 2025

Next review: November 2026

It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on this sheet adding the date and sign where indicated.

Date	**Proposed Amendment**	**Signed**

Appendix 1 - Payment schedules and late payment notices

Parents/carers have two options to pay for services, online through the ParentPay system or in cash at a PayPoint store. Parents/carers are advised of both systems as part of the admissions procedure.

School Meals

A charge is added to a child's account each time they take a school meal. **Payment for meals must be made weekly in advance. Parents must select and pay for the following week's meals no later than the Thursday before.**

Parents/carers are encouraged to apply for Free School Meals.

One week's notice is required to change from a school meal to a packed lunch and vice versa. This is due to the need to give dinner numbers to the catering team on a weekly basis, so that food supplies can be ordered in advance.

Nursery, Extended Services and Music Tuition

Payments must be made half-termly in advance. Fees are added to the ParentPay system on a half-termly basis. If payment is not made during the first week a reminder letter is sent via email and a late payment charge of £10 will be added to the payers account. If payment is not received for a second week, a second letter is sent via email advising that parents may lose their place if payment is not received. If the payment remains unpaid for a third week, a suspension letter is sent by the Headteacher via email and the post, and the pupil is not able to attend any further sessions. At this point the parents/carers are advised that the place will be offered to another family on the waiting list.

Residential Visits

Parents/carers are provided with sufficient notice of the Year 6 residential trip to enable families to budget in advance. A meeting is held whilst the pupils are in Year 4 and information is given on the total cost and when payments are due to be made. Payments can be made on a regular basis, e.g. weekly or monthly in line with the overall payment plan. Parents/carers are advised of the cancellation policy and reimbursement amounts should the place no longer be required.

In all cases the school will work with parents/carers to support families who have difficulty with payments and where a debt has accumulated, a repayment plan will be agreed. Failure to make payment will be referred to the Headteacher and if necessary to the Head of Finance, in line with the Cidari Financial Regulations, as detailed below.

Appendix 7: Debt Management Policy

Introduction

The Trust is responsible for ensuring that procedures are in place for the recovery of any outstanding debt.

This policy sets out procedures for debt recovery and for the write-off of any debt which is deemed to be irrecoverable.

Policy

Payment should be obtained as and when goods and services are provided wherever possible; in particular where the value of the goods and services is relatively small, i.e. less than £100.

Where payment is not received at the time when the goods or services are delivered, an invoice will be raised as soon as possible but normally within 10 days after a debt becomes due.

Invoices will require payment within 30 days from the date of issue.

A first reminder will be issued if no payment is received within 30 days.

A final reminder will be issued 14 days after the initial reminder stating that legal action will be considered if payment is not received within 14 days.

At each Governing Body meeting, the Headteacher is required to inform the Governors of any debt which is still outstanding after the 14 day period following the final reminder together with any proposed action. This may be a referral to a debt collection agency, to solicitors for legal action or to write-off the debt if there is no realistic prospect of debt recovery being successful or if further action is not cost-effective.

Outstanding debt of up to £50 may be written-off by the Headteacher provided that the appropriate follow-up action outlined above has been taken and the details of the debtor, amount of write-off and reason for no further action being taken is reported to the LGB for information at their next meeting.

Write-off of outstanding debt in excess of £50 must be approved by the CEO/CFO following submission of details of the debt by the Headteacher together with reasons for no further action being taken.