



# St John's Church of England Primary School

## Charging and Remissions Policy

This policy is informed by "A Guide to the Law for School Governors" and the DfE guidance document "Charging for School Activities"

<b>Date Approved:</b>	<b>Autumn 2018</b>
<b>Headteacher:</b>	<b>Mrs Helen Langeveld</b>
<b>Chair of Governors:</b>	<b>Mrs Julie Griffiths</b>
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### Love, Respect, Value

St John's Church of England Primary School is committed to high expectations

for all and to embracing equality.

Purpose:

St John's Church of England Primary School believes that all children should have equal opportunities to benefit from all aspects of school life, regardless of their parent or carers ability to pay.

This policy is informed by "A Guide to the Law for School Governors" and the DfE guidance document "Charging for School Activities" and complements the school's Equality policy and Off-site and Residential Policy

The Headteacher and Governors will consider sympathetically cases of genuine need seeking help with these charges and will remit those they feel are necessary from the school's budget.

Aims:

The aim of this policy is to set out when charges will be made for activities, when there is no charge, when charges will be remitted (the charges will not be applied) and the circumstances under which voluntary contributions will be requested.

**Activities for which there is no charge**

The Headteacher, staff and governors will ensure that no charges are made for:

- 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;
- Education provided on any trip that takes place during school hours
- Education provided on any visit that takes place outside of school hours if it is part of the National Curriculum or part of religious examination
- The cost of supply teachers to cover those teachers who are absent from school accompanying children on a residential trip
- Music tuition (playing an instrument or singing) if the tuition is required as part of the national curriculum
- Transport provided in connection with an educational visit

### **Voluntary Contributions**

The Governing Body recognises the valuable contribution that a wide range of additional activities such as clubs, trips, residential activities and music lessons can make towards pupils personal and social education.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary, and if a parent wishes their child to take part in a school trip or event, but is unable or unwilling to make a voluntary contribution, the child will be able to participate fully in the trip or event. However, if we do not receive sufficient voluntary contributions, we may have to cancel the trip.

In relation to educational visits, the level of suggested voluntary contribution will be based upon the cost of the admissions to the venue and the cost of transportation, divided by the number of children participating. A not-for-profit system will be used and the cost of the staffing will be paid by the school.

### **Activities for which charges may be made**

- Any materials, books, instruments or equipment where the child's parent/carer wishes him/her to own them.
- Music or vocal tuition where this is provided at the parent/carer's request.
- Optional Extras
  - Education provided outside of school time that is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education
  - Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) in school
  - Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
  - Food and accommodation for a pupil on a residential visit (although children whose parent are in receipt of certain benefits may not be charged for these costs).
  - Extended services i.e. Breakfast Club and After-School Club

When calculating the costs the school will take into account any materials, books, instruments or equipment provided, the cost of buildings and accommodation (i.e. heating, electricity, room hire, cleaning), charges arising from the collection of payments and staffing costs. Charges shall not exceed the actual predicted cost (per pupil) of provision as the school does not aim to profit from any activity.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges, therefore parental agreement will be required in advance.

### **Remissions – Families qualifying for help with charges**

There will be no charge for food and accommodation for children on residential trips if their parents can show that they are in receipt of the following benefits:

- Universal Credit in prescribed circumstances;<sup>1</sup>
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

For other activities where charges apply, the Governing Body encourages families in receipt of pupil premium or families experiencing financial hardship to approach the Headteacher in confidence for financial support. This can take the form of a reduced cost for trips, a deferred payment, payment in instalments or just general financial advice.

### **Lettings**

The school will make its facilities to outside users and will charge for the cost of providing the facilities allowing for site management, energy and cleaning costs. The scale of charges is determined annually by the finance committee and forms part of a separate lettings policy, which should be read for further information.

### **School Resources**

School resources are issued free of charge. However, we do ask families to cover the cost of replacements due to loss or damage to the estimated value of the item. In cases of wilful or malicious damage to equipment or loss of school equipment, the Headteacher may decide to make a charge. Each incident will be dealt with on its own merit and at the Headteacher's discretion.

### **Refunds**

- Where a planned trip does not take place, full refunds will be given.
- A refund will not normally be given if a child is absent for a trip through illness. However, if a child missed a residential trip due to accident or illness, costs may be recovered through the insurance policy.
- If, for any unforeseen reason, parents have been overcharged, refunds may be required

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<sup>1</sup> The government plans to prescribe the circumstances when Universal Credit is fully rolled out.

where overall profits exceed 5%. Likewise, if undercharged, it may be necessary to ask parents for either additional payments of voluntary contributions.

### **Additional Considerations**

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. For this reason, we have the following guidelines:

- all trips and visits will be published at least one month in advance
- a system is in place for parents to pay by instalments
- if an opportunity for a trip arises at short notice, it will be possible to pay by instalments beyond the date of the trip
- not to use a “first pay, first served” basis for selection of children for activities

### Monitoring and evaluation:

The Resources Committee will monitor the impact of this policy. It will seek to evaluate the impact of the school’s extended services on those children most in need of additional support.

This policy will be reviewed by the Governing Body at least every two years.

### Legislation

This policy is informed by “A Guide to the Law for School Governors” and the DfE guidance document “Charging for School Activities”