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CHARGING AND REMISSIONS POLICY

Last review date: 12/05/23

Introduction

The Education Reform Act 1988 came into force in April 1989; it brought about new regulations concerning payment for trips and activities, and made it a legal requirement for governors of all schools to write a charging policy.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards the personal and social education of the children.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

Purpose

In order to ensure that correct procedures are followed and no child is excluded from a visit or journey because they cannot afford to pay, a clear charging and remission policy must be known and understood by all parents.

Guidelines

- 1 No charge can be made for any educational or related activity that takes place within school hours.**
- 2 No charge can be made for transport costs for pupils travelling between school and where education is being carried out in school time e.g. swimming.**



The Governing Body reserve the right to levy charges for the following:

- 1 Nursery hours in excess of the statutory free hours (currently 15 or 30 hours per week depending on eligibility).**
- 2 Losses arising from the withdrawal of funding for free Early Years Foundation Stage Provision by the Local Authority due to the lengthy absence (two weeks or more, consecutive or non consecutive) of a child.**
- 3 Board and lodging for residential trips of one or more nights away from home.**
- 4 Transport, entrance fees and educational fees out of school hours. These are termed optional extras. The consent of parents and a willingness to meet extra charges will be sought before any bookings are finalised.**
- 5 Damage to or loss of books and or school equipment.**
- 6 Wilful damage to school property.**
- 7 School lunches where free school meals do not apply.**

Policy on specific activities:

1 *Extra Nursery Hours*

ALL children attending the Nursery will be entitled to 15 or 30 hours free provision per week depending on eligibility. Parents wishing to purchase additional hours may do so with the agreement of the Headteacher at an hourly rate agreed by the Finance Committee. If Childcare Vouchers are used for payment for extended hours they will be approved by the Finance Committee. A contract covering these additional hours must be signed by the Headteacher and the parents. An invoice must be given to the parents showing how the free entitlement has been accessed and any fees which relate to additional hours and/or services.

2 *Early Years Foundation Stage Provision*

If a child (any three or four year old until the term following their fifth birthday) has a lengthy absence (two weeks or more – which may be a single two week absence or frequent absence resulting in two weeks non consecutive absence) the Infant School is obliged to notify the Local Authority and funding for that place may be withdrawn by the Local Authority. In this case, parents will be asked to make a payment for that place to recover any lost funding. This will be calculated based on the Local Authority formula for funding.

3 *School Journeys*

ALL children are part of any trips planned regardless of whether or not their parents/carers can or will contribute. Because of the residential element of the Year 6 and Year 2 school journeys, charges will be made for board and lodging and voluntary contributions may be requested for additional aspects of the trip.

All parents/carers are entitled to apply for remission of charges (see below) however normally pay the deposit as a minimum contribution.

Parents of children who qualify for free school meals will be exempt from payment, although they may make a voluntary contribution. This exemption applies whether or not the free school meal entitlement is taken up.

The Official Fund, Unofficial Fund and the PA Fund cover the shortfall in monies.

4 Music Tuition

Parents/Carers may take up the option of children being taught on the school premises by the Barnet Peripatetic Music Service. The full cost must be borne by the parents/carers and pay direct to the Borough Music Service who handle the charges. Parents/carers suffering from any financial distress may make an appointment to see the Headteacher who may, at her discretion, use the Official Fund, Unofficial Fund / PA Fund to assist a child in such circumstances.

Lessons are contracted per term, one half term in advance and payable in advance. Parents/carers must provide notice in writing before the next term's tuition contract is agreed with the provider i.e. one half term's notice, to terminate their child's tuition.

5 Out of Hours Clubs/Activities

Clubs/activities (with the exception of breakfast or after school clubs) run by the school itself are free. A contribution towards materials may be required for some clubs, e.g. art.

"Breakfast" or "after school" clubs (that primarily provide childcare outside of normal school hours) run by the school itself will be subject to a charge.

Parents/carers suffering from any financial distress may make an appointment to see the Headteacher who may, at her discretion, use the Official Fund, Unofficial Fund / PA Fund to assist a child in such circumstances.

Clubs/activities run on our premises by commercial organisations such as karate, ICT, chess coaching, After School Club, French (Infants), Art, Drama, will charge for the activities they offer. Parents/carers suffering from any financial distress may make an appointment with the manager of the commercial organisation to discuss whether charges may be reduced.

Pupil Premium funding may be used at the discretion of the Pupil Premium lead/ Headteacher to support vulnerable families and children by paying for a place in a school letting, including After School Club and Breakfast Club.

6 School lunches

Where free school meals do not apply, parents/carers may take up the option of children (including those in the Nursery) receiving school lunches. The cost of the school lunches to be charged to the parents will be determined from time to time by the Finance Committee and advised to the parents in advance. All parents/carers will be given the option of providing children with packed lunches as an alternative to taking school lunches. Parents whose children are entitled to free school meals will not be required to pay for their children's school lunches, except for the nursery lunches.

Remission of charges

Where the parents of a child are in receipt of support payments or where there are other cases of family hardship, it may be difficult for children to take part in particular activities for which a charge is made.

Pupil Premium Children

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the full remission of charges for board and lodging costs during residential school trips. This entitlement applies whether or not the free school meal entitlement is taken up.

The relevant support payments are:

- a. Universal Credit – provided they have an annual income of less than the threshold noted by the government
- b. Income support
- c. Income-based Jobseeker's Allowance (IBJSA)
- d. Income-related Employment and Support Allowance
- e. Support under Part VI of the Immigration and Asylum Act 1999
- f. The guarantee element of Pension Credit
- g. Child Tax Credit – if the applicant is not also entitled to Working Tax Credit and has an annual gross income of no more than the threshold noted by the government
- h. Working Tax Credit run-on – this is paid for four weeks after someone stops qualifying for Working Tax Credit
- i. Families not entitled to public funds NRPF (no recourse to public fund)

*From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time.

*In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period.

Children whose carers receive income support or Income-Based Jobseeker's Allowance in their own right are also entitled to receive free school meals. It should be noted that children who have not attained compulsory school age will need to satisfy the additional requirement of receiving education both before and after the lunch period to qualify for free school meals.

Other children whose parents are suffering financial hardship

Parents not in receipt of these support payments but who are suffering hardship may apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.

Voluntary contributions for activities

Although there is no obligation on any family to pay and pupils will not be treated differently according to whether or not their parent has made a contribution, the Governing Body reserves the right to request voluntary contributions for the following:

- 1 Activities during school hours including visiting theatre groups, day visits and school journeys. The contribution requested will not exceed the cost of the provision as no pupil should subsidise any other pupil.**
- 2 The cost of materials, ingredients, (or the provision of them by parents/carers) for the following subjects e.g. art and crafts, needlework or cookery etc when there is a finished product and the parent**

has indicated in advance that they wish to own the finished product. It will be the responsibility of the parent to let the school know that they do not wish to own the end product where the request for ingredients or materials are made.