



Sedlescombe Church of England Primary School



Charging and Remission Policy 2019-2020

Implemented	June 2019
Review Cycle	Annual
Review Date	Academic Year 2019-2020

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Charging and Remission Policy

Introduction:

This document is a statement of the Charging and Remission Policy of Sedlescombe Church of England Primary School. It was developed through a process of consultation with the Finance Committee and was approved by the full Governing Body on the 17th June 2019 and will be reviewed annually.

Funding of School Activities:

All schools are required by the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 to have and make available particulars of the charging and Remission Policy determined by the Governing Body of the school under section 457 of the Education Act 1996.

Charging, Remission and Voluntary Contributions:

All education during school hours is free. The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

Charges:

1. If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents of children who receive free school meals are offered the option to make a reduced payment.
2. Charges will be made for individual music tuition and for music tuition for groups of four or less which takes place in or out of school hours. All children study music as part of the normal school curriculum, and there is no charge for this activity.
3. Charges may at the discretion of the Headteacher be made for activities which take place wholly or largely outside school hours and are not required to fulfil statutory duties relating to the National Curriculum or to Religious Education.
4. Charges may at the discretion of the Headteacher be made to cover replacement/reinstatement costs of damaged or loss of equipment.
5. Charges may at the discretion of the Headteacher be made for the cost of materials involved in producing a 'finished product' where a parent of the pupil indicated in advance a wish to own the product, e.g. cookery.
6. The school offers lunchtime sport and creative activities free of charge, irrespective of whether they are provided by school staff or external bodies.

7. After school sport and creative activities provided by school staff are provided free of charge. Those provided by external bodies are charged for. These charges are administered and collected by the external provider wherever possible. Cases of non-payment are handled by the external provider and the ultimate sanction maybe that the child can no longer attend the activity.
8. Breakfast Club and Twilight after school care are provided by the school and include snacks for the children. Parents are charged for sessions attended and non-attendance when a place has been booked but not cancelled. Booking and payment for Breakfast Club and Twilight can be made by using the online payment system School Gateway, or by childcare vouchers. Payment must be made at the time of booking. If arrears are built up access to the provision will be stopped until full payment is made or a payment plan is agreed and is being adhered to. Once an arrears has been built up it is not possible to make a booking. This prevents parents and carers from being able to build up a significant debt.

Remission of Charges:

1. Remission of charges for board and lodging for a residential trip will apply where parents are in receipt of:
 - Income support
 - Income-based Jobseeker's Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,040
 - Guarantee element of State Pension Credit

Evidence will be required, but all requests for remissions are dealt with sensitively and confidentially.

2. Complete or partial remission of any or all charges may be agreed by the Headteacher in other cases of financial hardship. Parents should apply to the Headteacher in confidence for the remission of charges and will have the right of appeal to the Governing Body against the decision of the Headteacher.

Voluntary Contributions:

1. Voluntary contributions by parents will be requested to contribute to the costs of school trips or visits to enrich the curriculum and educational experience of the children, for example:
 - Travel on residential or non-residential trips made in school time
 - Entry to a place on an educational visit made in school time, e.g. a museum
 - Visiting speakers, theatre groups, etc
2. Letters to parents requesting voluntary contributions will include:
 - The nature of the proposed activity and its educational value
 - The contribution per pupil requested

- A statement that without sufficient contributions the activity may not take place
 - If the activity is to take place no child will be excluded, unless as a punishment due to a serious behaviour issue and this will be in line with our Behaviour Policy (as agreed by the Headteacher/Deputy Headteacher).
3. Children included on a trip whose parents have not paid contributions will not be treated differently from the others.
 4. Wherever possible and if appropriate, parents will be offered the option of paying by instalments.
 5. Subsidies from various sources, e.g. School Fund, PTA, Pupil Premium funding or Barnsley Trust where appropriate.

This policy was reviewed by the Finance Committee of the Governing Body on Monday 17th June 2019.