

**CHRIST CHURCH**



**PRIMARY SCHOOL**

# Charging and Remissions Policy

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Signed: *S Marbrow*

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## **POLICY ON CHARGING, REMISSIONS & DEBT RECOVERY FOR CHRIST CHURCH PRIMARY SCHOOL**

### **Purpose of Policy**

The purpose of this policy is to set out what charges may or may not be made to pupils for activities at Christ church. The policy is drawn up in accordance with sections 449-462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in maintained schools.

### **Circumstance's where no charge is made**

#### **No charge will be made for:**

##### **Education in school**

- No charge is made for education provided wholly or mainly during school hours
- Admission to school for children of compulsory school age
- Activities that are part of the entitlement curriculum for all pupils, or are part of the prescribed examination syllabus, or part of Religious Education
- The supply of any materials, books or instruments or other equipment that are a requirement of the entitlement curriculum

##### **Transport**

- Transporting registered pupils to or from the premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at school
- Transport provided in connection with an educational visit, which is part of the entitlement curriculum

##### **Residential visits**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside of school hours if it part of the entitlement 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

##### **Music tuition**

- Children learning to play musical instruments as part of the entitlement curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education
- Cost associated with preparing a pupil for an examination

##### **Examination Fees**

- Entry for a prescribed public examination if the pupil has been prepared for it at the school

### **Circumstances where the school may charge Parents/Carers**

### **Optional extras**

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

#### **Education**

- Activities that take place mainly or wholly out of school time if they are not part of the entitlement curriculum, not part of a syllabus for a prescribed public examination that the pupils are being prepared for at school and not part of religious education
- Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the pupil wish to keep the finished product e.g. ingredients or materials

### **School Dinners**

A daily cost for school dinners is currently £2.40 for pupils in years 3, 4, 5 and 6. Reception, years 1 and 2 currently receive a Universal Free School Meal. The cost of a school meal is reviewed annually and payable in advance through parent pay. Staff meals are available charges from £1.95 - £2.76 and payable in advance through parent pay.

### **Breakfast Club**

- A daily cost is asked for pupils who attend Breakfast club. The cost is reviewed annually and is currently £1.50 per session payable in advance. The session runs from 8 am to 8.45 am/8.55 am. Pupils in receipt of free school meals do not have to pay

### **Music tuition**

- Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the entitlement curriculum

### **Transport**

- Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education

### **Examination fees**

- An examination that is independent of the school curriculum, but the school arranges for the pupil to take it.

### **Water Bottles**

- The cost for a school water bottle is currently £1.00

### **Board and lodgings**

- The cost of board and lodgings for residential trips, even when taking place largely during school time. (Pupils whose parents are in receipt of certain benefits may be exempt from paying costs)

### **Lettings**

- The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually (or as required) by the finance committee. The hirers of the school facilities must also have suitable and sufficient Public Liability insurance. External providers may set and collect their own charges

## **Voluntary Contributions**

- Although schools cannot charge for certain school time activities, voluntary contributions may be sought from parents for activities that supplement the normal curriculum. Requests to parents for voluntary contributions will state that:

There is no legal obligation to make a voluntary contribution

Pupils will not be excluded through parents' ability or willingness to pay

Pupils of parents who cannot contribute will not be treated any differently

Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled

- Requests made for voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge

## **Remissions**

- Parents whose children are eligible for free school meals will be exempt from paying the full cost of board and lodgings of a residential trip
- The governing body may wish to remit in full or in part, the cost of other activities for parents in certain circumstances
- Charges for chargeable activities may be fully or partially remitted for pupils in receipt of Pupil Premium grant

## **Supplementary information**

- Parents may be invited to equip their child with items of personal equipment intended for use solely by their child such as uniform, PE kit, calculators and pens

## **Breakages and Damage**

- Where a student's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the discretion of the governing body

## **DEBT RECOVERY**

The policy relates to school lunches, breakfast club and school trips.

The school has a 'no debt' policy relating to the school meal service. If debts are incurred, then the school budget has to pay for them. This means that money which would be spent on the pupil's education is used to pay for debts incurred by parents, which is not acceptable.

Parents are required to pay for school meals, breakfast club and school trips in advance. Costs are communicated clearly to parents. If parents believe their child may qualify for a free school meal we encourage parents to complete an application. In addition to receiving a free school meal the child will additionally benefit from the pupil premium grant funding. Parent pay is used to support the collection of monies from parents. If a lunch debt is not cleared a parent must provide the child with a packed lunch or take them home for lunch. If a breakfast club debt is not cleared a child will not be able to attend breakfast club.

All debts will be monitored each Monday and followed up

### **Procedures**

#### **Level 1**

Indicator: a pupil's record shows a debt

Check1 is this a FSM pupil, are dates correct?

Check 2 is there a possibility that payments have been incorrectly recorded?

Check 3 does the parent normally pay on time, is this just a one off?

**Action1: A letter generated by parent pay**

**Level 2**

Indicator: a pupil comes to school again without the debt being paid or a packed lunch or attending breakfast club.

Check1 is this a FSM pupil, are dates correct?

Check 2 is there a possibility that payments have been incorrectly recorded?

Check 3 has the parent made contact or part payment?

**Action 2: A letter generated by parent pay to ask to pay by return if not child to bring in sandwiches the following day for school lunches and breakfast club will not be able to attend breakfast club until account is in credit.**

**Level 3**

Indicator: a parent does not comply with any of these options.

Check1 is this a FSM pupil, are dates correct?

Check 2 is there a possibility that payments have been incorrectly recorded?

Check 3 has the parent made contact or part payment?

**Action3: A telephone call to be made to the parent to ask them to pay monies owed as they will not be able to receive a school meal or breakfast club until the account is in credit.**

**Action 4: If after several reminders and the debt is not cleared within a reasonable time frame. The school will raise an invoice to collect the debt and the child will not be able to receive a paid school meal or attend breakfast club in the future**

**May 2020**

**Review May 2021**