

Horniman Primary School



Charging and Remissions Policy

This policy was agreed by Governing Body delegation to the Resources Committee on: 11 th November 2020 (and supersedes all previous policies relating to this area)	
Signed by Chair of RC: Kirsten Walker	
Signed by Headteacher: Andrew Pickering	
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Contents

1. Introduction.....	3
2. Aims and Objectives	3
3. Inclusion.....	3
4. School Day	3
5. Activities without Charge	3
6. Voluntary Contributions	5
7. Chargeable Activities	5
8. Calculating Charges	6
9. Music Tuition	6
10. Residential School Journeys	6
11. Loss or Damage and Fines	6
12. School Meals.....	6
13. Optional activities outside the school day	7
14. Remissions Policy.....	7
15. Eligible benefits	7

1. Introduction

This Charging and Remissions Policy complies with statutory requirements as set out in the: Maintained Schools Education Act 1996, section 457; Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999; Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI 2003/381; The School Information (England) Regulations 2008 (as amended); and has regard to the Local Authority's Policy Statements on charging; it is reviewed on an annual basis by the school Governing Body's Resources Committee.

2. Aims and Objectives

The aims of this policy are to:

- Set out what the school will not charge for and what it will make a charge for; or request a voluntary contribution towards from parents/carers;
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities;
- Clarify how remissions may be determined.

3. Inclusion

As an inclusive school, it is our wish not to allow financial issues to prevent a child whose family is facing genuine hardship from participating in a residential or school activity. In such cases the Headteacher will discuss with the family ways of reducing the financial burden.

4. School Day

The school day is defined as 8.45am to 3.20pm

Start of the School Day

8.45am – Years 2 - 6

8.50am – Year 1

8.55am – Reception

End of School Day

3.15pm – Reception & Year 1

3.20pm – Years 2 – 6

5. Activities without Charge

The following activities will be without charge:

- Education provided during school hours to deliver the National Curriculum (including the supply of any materials, books, instruments, other equipment and also transport provided by the local authority or school during school hours to carry pupils between the school and an activity);
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education;
- Instrumental and vocal music tuition, which is part of the National Curriculum;
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school;

- Swimming: Lessons take place in school time and are part of the National Curriculum. We do not ask for a voluntary contribution to cover the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself.

6. Voluntary Contributions

During the school day, all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport provided by the local authority or school to take pupils between the school and the activity.

Voluntary contributions may be sought for activities during the school day, which entail additional costs, for example educational visits, theatre groups, education enrichment days and transport not provided by the local authority or school. It is the aim of our school that all such activities offered should enhance the curriculum, enriching the children's knowledge and understanding. Parents/carers will be notified in a letter of the details and cost of each visit/experience.

Parents/carers will be asked to make a voluntary contribution at the start of the school year. The school will plan activities to the value of the contribution asked for each child. If the school does not receive sufficient voluntary contributions, the school will fund raise to cover the additional costs. If funds cannot be raised, the activities may be cancelled. Any surplus at the end of the year will be carried over to the following year or used for an end of year treat in year 6. A breakdown of how the money has been spent will be provided to each class at the end of the school year.

The principles of best value will be applied when planning activities that incur costs to the school and/or a charge to parents. No visit is profit making

If a parent/carer wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed by law to participate fully in the trip or activity as long as parental consent has been given; these children will not be treated any differently.

If appropriate and funds allow, the school or PTA may pay a proportion of the costs in order to support a visit.

7. Chargeable Activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost. Where we need to charge, we will ask for the payment in advance of the activity:

- Educational or other activities provided wholly or mainly outside school hours e.g. sporting activities which require transport expenses;
- Board and lodgings on residential visits (subject to remission arrangements);
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours;
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school;
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers;
- Music tuition by peripatetic music teachers employed by Lewisham Music or Self Employed;
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity;
- Outdoor adventure activities;
- Visits to the theatre;
- School trips abroad;
- Musical events.

For information on how the school will approach non-payment by parents/carers, please refer to our Debt Recovery Policy and Extended Services Policy.

When an organisation acting independently of the school or Local Authority arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents.

8. Calculating Charges

When charges are made for any activities, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. The principles of best value will be applied when planning activities that incur costs to the school and/or a charge to parents.

9. Music Tuition

This charge is paid directly to the school which organises peripatetic music teachers through a service level agreement with Lewisham Music to teach individuals or small group lessons on the school site. The cost of the sessions is defined by the charges made by Lewisham Music. The school reserves the right that if payment is not made on behalf of a child that lessons will be withdrawn. Letters will be sent to parents/carers to inform them of any monies owing before such a decision is taken.

10. Residential School Journeys

The school organises an annual residential visit for children in years 4 and 6. The cost of this journey includes board and lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

Parents are required to meet the FULL cost, except those in receipt of eligible benefits*.

The reduced rate for those on eligible benefits is currently 25% of the full cost; to be reviewed from time to time. Where there are siblings within the same year-group, the Headteacher may offer a reduction in the full cost (up to 50% of the total due) on a case by case basis. The Headteacher may also consider individual cases of hardship. Parents are given the option of a payment plan to spread the costs of the residential visit. The cost of the visit is expected to be paid in full prior to the visit commencing.

11. Loss or Damage and Fines

The Governors reserve the right to ask parents to pay for the cost of repairing or replacing any item of school property damaged due to wilful or negligent behaviour of their children. Such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour

12. School Meals

Parents/carers opting for their child to have school meals have made a commitment to paying for those meals. Schools meals should be paid for in advance; daily, weekly or half termly. Payments can be made by ParentMail, our online payment system. Current costs are available from the school office or school website.

If payment is not forthcoming the parent/carer will be requested to send the child in with a packed lunch from home and the school will not provide a meal until such times as any outstanding debt is repaid. Parents experiencing difficulty in repaying dinner money debt will be invited to meet with the Headteacher to arrange a repayment plan.

Please note that childcare vouchers cannot be used for payment for school meals.

School meals are currently provided free of charge (government funded) for children in Reception, year 1 and year 2.

Those children entitled to free school meals, as defined by the Government and approved by the Local Authority, will receive school meals free of charge. Free school meals cannot be backdated.

13. Optional activities outside the school day

Extended services e.g. breakfast club, after school club and enrichment clubs must not be funded from the main school budget and as such charges will be made for participation in these. Charges and payment terms will be made clear to parents and advance notice will be given where periodic increase in fees will need to be made to meet rising costs. Children, who fail to contribute, unless there are extraordinary circumstances, will forfeit their place in the club.

All sessions should be paid for in advance.

14. Remissions Policy

Children who qualify for Pupil Premium will only be required to pay 25% cost of Residential Visits.

Children who are entitled to free school meals can receive one arts and one sports enrichment club per term.

Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

15. Eligible benefits

The definition of eligible benefits may vary as set out by the Government and any changes will supersede the information below. If parents/carers are in receipt of any of the following benefits and their children attend a Lewisham school on a full-time basis they are entitled to free school meals;

- Income Support
- Job Seeker's Allowance (income-based)
- Employment Support Allowance (income-related).
- Child Tax Credit, provided you are not entitled to working tax credit and have an annual income (as assessed by Her Majesty's Revenue & Customs) that does not exceed current limits;
- Guarantee element of Pension Credit;
- Support under part VI of the Asylum Act 1999
- Universal Credits.

** 'Families solely dependent on student grants may be considered for remission of charges – upon evidence of student income'**