

# Horniman Primary School



## Charging and Remissions Policy

This policy was agreed by Governing Body delegation to the Resources Committee on: <b>11<sup>th</sup> November 2020</b> (and supersedes all previous policies relating to this area)	
Signed by Chair of RC: Kirsten Walker	
Signed by Headteacher: Julie Loffstadt	
Implemented:	October 2018
Review date:	October 2021
Author:	School Business Manager

# Contents

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

## **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 (remissions are the partial or full reduction of a charge or debt).

## **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 – Key Stage 2 and 8.55am to 3.15pm – Key Stage 1 and Reception Class. The midday break does not form part of the school day.

## **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.

Since September 2019, Parents/carers have been asked to make a voluntary contribution at the start of the school year to cover the whole years activities. This is currently set at £40 per year. The school will then plan activities across the year to the value of the contribution asked for each child, normally one visit or experience each term to the value of approximately £13. Normally this contribution is asked for in September, and can be paid in instalments, before December the same year. The contribution made by each parent will be used for the activities for their child only.

If the school does not receive sufficient voluntary contributions, the school will fund raise to cover the shortfall in costs. If sufficient funds cannot be raised, then some or all of the activities may need to be cancelled. Any surplus at the end of the year will be carried over for the child to the following year or used for an end of year treat in year 6. A breakdown of how the money has been spent can be provided for 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 and we will always seek to plan visits at a cost level that can be afforded by most families and carers.

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 if funds allow, the school or PTA may agree to pay a proportion of the costs in order to support a visit that may otherwise not be able to go ahead.

**September 2020:** Due to the COVID-19 pandemic, there are currently few visits taking place and therefore, no contribution was sought in September 2020. When visits can resume, contributions will be reviewed and parents will be informed if a contribution is needed.

## 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 eg 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;

- 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 year 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 FSM eligible benefits. See section 15 below.

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. School meals should be paid for in advance; daily, weekly or half termly. Payments can be made either in cash or cheque or ParentMail, our online payment system. Current costs as defined by the Local Authority, 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.

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. See section 15 below.

## **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**

There will be no charge for board and lodgings for pupils whose parents/carers are receiving FSM eligible benefits. See section 15 below.

Children who are entitled to free school meals are able to receive one free music lesson per week through Lewisham Music OR one enrichment club each week.

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. FSM Eligible benefits**

### **Who can get free school meals**

Your child can get free school meals if your combined annual household income is below £16,190 (as assessed by HMRC) and you get one of the following benefits:

- income-based: income support or jobseeker's allowance (not eligible if on contribution based jobseeker's allowance)
- income-related: employment support allowance (not eligible if on contribution based employment support allowance)
- universal credit
- income support
- the guaranteed element of state pension credit
- support under Part VI of the Immigration and Asylum Act 1999
- child tax credit only.

## **No recourse to public funds (NRPF) parents**

During the coronavirus (COVID-19) outbreak, some children of groups who have no recourse to public funds (NRPF) are eligible for free school meals.

[Click here to Read more about free school meals for NRPF groups and find out if you are eligible.](#)

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

## **If you're not on benefits**

If your income is below £16,190 and you are not on any benefits your family will not be eligible.

## **If one parent earns above £16,190**

If one partner or spouse in the household gets benefits and the other gets an annual income above £16,190, as assessed by HMRC, your family will not be eligible for free school meals.

## **If you get working tax credits**

If you get working tax credit regardless of your annual household income your family will not be eligible for free school meals.

## **Changes to free school meals eligibility from 1 April 2018**

Universal credit is being introduced over the next few years and will replace existing benefits, such as housing benefit and JSA. We expect the rollout to be completed by March 2022. This may affect your school meals eligibility.

## **Applying for free school meals from 1 April 2018**

If you are on universal credit, you can only apply for free school meals for children in year three and above if you earn £7,400 per year or less.

## **If your child already gets free school meals**

If you are moved onto universal credit and your child already gets free school meals, they can still get free school meals, even if you earn more than £7,400, until the end of the rollout period in March 2022.

## **If your child is in reception or years one and two**

Children in reception and years one and two are not affected by the changes.

## **If you aren't on universal credit yet**

If you haven't been moved onto universal credit yet, you can still apply for free school meals and your application will be based on the old eligibility criteria above.

## **How to apply for free school meals**

[You can apply online for free school meals](#) by clicking the link

You do not need to reapply each year but if your child changes school, you will need to tell us.

## **Application for NRPF parents**

During the coronavirus (COVID-19) outbreak, some children of groups who have no recourse to public funds (NRPF) are eligible for free school meals.

Click here to [Read more about free school meals for NRPF groups and find out if you are eligible.](#)

To apply, first download the application form below and fill it out.

[Free school meals application for NRPF parents](#)