

CHARGING AND REMISSIONS POLICY

Name of School	Church Crookham Junior School
Date of Policy Issue/Review	Reviewed 05.10.2020
Name of Headteacher	Pam Meek
Signature of Responsible Manager/Headteacher	

Legal Position

This Charging Policy informs staff, parents and carers about charging for school activities. It conforms to the requirements of the Education Reform Act 1988.

Rationale

The purpose of this policy is to ensure that, during the school day, all children have full access to a broad and balanced curriculum in line with the vision, aims and values of our school. The school day is defined as: 08.50-12.15 and 13.15-15.20.

Consultation

The policy has been informed by the Department of Education 'Charging for school activities' document.

Relationship to other School Policies

This policy is cross-referenced to the complaints procedure, and the data protection, health and safety, pupil discipline, special educational needs and whistle blowing policies.

Equality impact

This policy will ensure that charges and remissions are applied consistently and fairly, and that they enable all pupils to access provision regardless of their families' financial circumstances.

Principles

- We make no charge for National Curriculum and related activities in school time.
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution.

Any parents or carers who are on low income or in receipt of benefits will be informed about the support available to them when being asked for a contribution.

. If the final charge is unknown, an estimate and a maximum possible amount will be stated .

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- . If the activity costs less than the contributions received, refunds will only be made where each refund would exceed £1.00 and will be rounded down to the nearest 50p.
- . The requested contribution for an activity will not include a levy to make up for any children whose parents are either not willing or are unable to pay.
- . We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time.
- . A charge is made for all board and lodging costs on residential visits.
- . Costs for a residential visit can include elements for: travel, materials, entrance fees and insurance, tuition and insurance. Each child will be charged for the cost of his/ her own part of the visit.
- . Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children. These charges are not covered by the Education Reform Act (1988).
- . We support the development of all community groups use of school facilities through a flexible charging approach.
- . We offer minimum cost of facilities for non-profit making community activities.
- . We raise income for school from local groups' use of facilities when possible.
- . We offer care-taking services to users through negotiation on an individual basis as required.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that the following applies and that the information is available for parents and carers:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example participating in an art sculpture workshop. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as such as Rock Steady to arrange activities during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example the after school sports clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of

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time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents/carers will be told how the charges were calculated.

Residential Trips

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, 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 can't. Support for cases of hardship will come through voluntary contributions and fundraising. As much notice as possible will be given to parents of the activity and the charge. Parents/carers who would qualify for support are those who are in receipt of any of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies, and evidence of impact on pupils' learning.

Arrangements for part or full remissions of charges

The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the head teacher. The finance committee will be informed in general terms of the total provided for each activity.

The governing body support the development of all community groups use of the school through a flexible charging approach. This may include offering reduced rates for up to one month in order to assist a new group and would be negotiated with the Head Teacher.

Arrangements for Refunds

The following arrangements for refunds will be applied:

- a) Postponement of event

In the event that any event is postponed to an alternative date, no refund will be offered.

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b) Arrangements in the event of the school cancelling an activity

In the event that an activity is cancelled by the school the following procedures for refund will be applied:

For Music instrument teaching – The school will refund on a pro-rata basis the parental charge for the music teaching. However, no refunds will be provided in the event of occasional teacher illness as the lessons are subsidised, though in the event of long-term absence then refunds of the parental charge will be given. The school will not refund any costs associated with purchase or hire of instruments. In the event that an activity is cancelled by the Music lesson provider the school will follow the policy of the lesson provider.

For Extra curricular clubs – The school will refund on a pro-rata basis the cost of materials and staffing. In the event that a club organised by an outside agency is cancelled by the outside agency, the school will follow the policy of the outside agency, which the school will ensure are clearly stated in the details sent to Parents/Guardians.

For residential study visits – The school will follow the policy of the residential centre regarding cancellation costs. The school will ensure that these are clearly stated in the briefing material to Parents/Guardians.

For day study visits – The school will provide a full refund of the voluntary charge to those Parents/Guardians who have contributed this charge at the time of cancellation unless an alternative event is arranged by the school.

c) Arrangements in the event of a child is unable to partake of an activity due to illness

In the event that a child is unable to take part in an activity due to illness, the following procedures for refund will be applied:

For Music instrument teaching – No refund will be provided.

For Extra curricular clubs – No refund will be provided.

For residential study visits – The school will follow the policy of the residential centre regarding cancellation costs. The school will ensure that these are clearly stated in the briefing material to Parents/Carers.

For day study visits – Upon request by the Parent/Carer of a child, the school will provide a full refund of the voluntary charge to those Parents/Carers who have contributed this charge at the time of withdrawal of the child.

d) Arrangements for any other reason

In the event that a child does not participate in an activity for which a charge has previously been made, a refund may be made at the discretion of the Head Teacher on written application by the Parent/Carer.

e) Arrangements in the event of the school cancelling use of facility

The contract identifying the conditions of hiring and booking use of the facility will identify the specific refund policy applicable.

Online Payments

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Since September 2012 we have been able to offer an online payment system via Tucasi. All bank charges incurred for online payments by parents/carers will be paid from the school budget and not passed on to the parent/carers.

General Charges

- a) Letting of Premises - The charges, conditions of hiring and booking are set in the school's Lettings Policy and are in accordance with local education authority guidelines.
- b) Charges for Services - Details of current charges for photocopier, telephone and fax facilities are available from the school office. Subsidised rates are set for community users and non-subsidised rates for non-community users.

Administration of School Dinner Money

The school has a contract with HC3S for the provision of school dinners. The school will act as administrators for the collection of school dinner money on behalf of HC3S. All dinner money must be paid in advance of booking dinners and it is the responsibility of the parents/carers to ensure that their child's/children's accounts are kept in credit at all times.

Date of Policy: May 2018