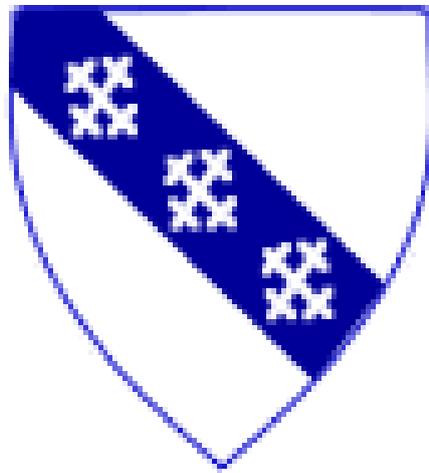


**Christ Church  
Charnock Richard  
Church of England  
Primary School**



**Charging and Remission  
Policy  
Reviewed February 2018**

# **Christ Church Charnock Richard Church of England Primary School**

## **Charging and Remissions Policy**

### **INTRODUCTION**

This charging and remissions policy complies with statutory requirements and is reviewed on an annual basis.(LCC compiled)

### **CHARGING POLICY**

#### **Activities without charge**

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in 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 for pupils learning individually or in groups , unless the tuition is provided at the request of the pupil's parent / carer.
- entry for a prescribed public examination including re-sits if the pupil has been prepared for it at the school
- examination re-sit(s) if the pupil is being prepared for the re-sit at the school

#### **Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable, or the school cannot fund it from some other source, then the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to make any contribution.

## **Chargeable Activities**

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see Appendix A);
- certain early years provision (see the Education (Charges for Early Years Provision) Regulations 2012);
- community facilities. (see S27 Education Act 2002)

## **Optional Extras**

Charges may be made for some activities which are detailed below:

- education provided outside of school time that is not:
  - part of the national curriculum;
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit (subject to remission arrangements)
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body). Details of payment policy for Out Of School Club Appendix B.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;

- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

### **Remissions Policy**

There will be no charge for board and lodgings for pupils whose parents are receiving specified benefits. This is subject to change but usually equates to pupils being eligible for free school meals (due to the receipt of specified benefits and not through the introduction of universal infant FSM). Current eligible benefits can be found on the DfE website.

Charges for other 'chargeable activities' may also be fully or partly remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

## APPENDIX A

### **Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

## Appendix B



### **Christ Church Charnock Richard C E Primary School Out of School Club**

#### **Payment Policy**

The Out of School Club requires payment of all child care fees as the main source of income is from fees.

The charges per session/s are £7.00/1<sup>st</sup> child, £13-00 for 2 children, which will be reviewed on an annual basis.

The parent/carer agrees to pay for all booked sessions, including absences, at the time of registration by signing the annual contract for their child/ren and they agree to the terms and conditions.

The Out of School Club does not offer refunds for absences. When a place is booked the parent/carer is then liable for the full fees of the session/s booked, unless 4 weeks' notice of cancellation has been given. This is because the After School Club needs to ensure the correct staffing ratios are in place each evening.

Fees are to be paid via the online payment service. Upon registration to the Out of School Club, you will receive log in details. The Out of School Club will also accept cheque payments and Childcare vouchers.

- If, after 1 month fees are not settled parents / carers will receive a letter detailing fees and outstanding amounts.
- If fees are not settled within one week of the letter, a final request will be sent to the parent/carer for immediate payment. If this is not received within 48 hours After School Club does reserve the right to terminate the parent/carers membership and the child/ren will lose their place at the club.

Late collection of children: If a child is collected after 6pm, when the club closes, parents/carers may be charged the equivalent of one hour's wages for the two members of staff who legally have to remain with your child/ren.

If you are unavoidably late or you have arranged alternate collection from school for your child, please contact the school to let the Out of School Club staff know. Please contact After School Club on 07544799994 (between 3:25pm and 6:00pm) or the school on 01275 791490.

## Appendix C

Currently dinner money from Key Stage 2 children is collected on a daily basis. This is taken as cash and cheques in the school office. Since 5<sup>th</sup> February 2018 online payments can NOW be made.

From 19<sup>th</sup> March 2018 the school office will not take cash payments for school meals. All payments will be made via cheque or online.

Cash will be taken in exceptional circumstances, as agreed by the School Business Officer and parents.

Children's school meal choices are taken in class on a daily basis and input in to the Cash Office System each Friday. Parents will be able to see the meals that have been taken and the amount owed via the online payment system.

Letters are sent to those parents in debt each Friday.

Once a payment reaches £30, a letter is sent from the Headteacher informing the parent, that until the debt is paid we will no longer be able to offer a school meal to thier child. Within the letter there is an option of a payment plan to be set up to help pay off the debt. This is arranged with the School Business Officer.