

HOLY TRINITY C of E PRIMARY SCHOOL
EAST FINCHLEY
LONDON, N2 8GA

CHARGING AND REMISSIONS POLICY



High Standards Together

'At Holy Trinity School we promise to provide opportunities for every child to be the best that they can be.'

We aim to create a happy and secure Christian environment in which children can grow in confidence and independence.

We strive for excellence in teaching and learning to achieve high standards together.'

**Policy Name –CHARGING AND REMISSIONS POLICY
(STATUTORY)**

Sub Committee to review	FSB
Author/Staff Member	R Kimani
Target Audience	Parents/Carers, All staff, Governors
Curriculum / non curricular	Non curricular
Associated Policies / Documents	Financial Management Policy
New Policy or Review of existing policy.	Review
Last reviewed	October 2020
Date for Review	October 2021
Reviewed	Annually
Date ratified by Governors	October 2021

CHARGING AND REMISSIONS POLICY

Introduction

It is a legal requirement for Governors of all schools to write a charging policy. This policy takes into account the guidance issued in May 2018 by the Department for Education.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards the personal and social education of the children.

The Governors aim to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

Purpose

In order to ensure that correct procedures are followed and no child is excluded from a visit or journey because they cannot afford to pay, a clear charging and remission policy must be known and understood by all parents.

Governors reserve the right to levy charges for the following

1. Board and lodging for residential trips of one or more nights away from home.
2. Music tuition that is not prescribed as part of the National Curriculum. Charges will be made for music, instrumental hire and tuition.
3. Transport, entrance fees and educational fees out of school hours. These are termed optional extras. The consent of parents and a willingness to meet extra charges will be sought before any bookings are finalised.
4. Providing a place in "After School Club" for a child who is placed there because the child is not picked up from school at the appropriate pick-up time.
5. Clubs run at the school
6. Damage to or loss of books and or school equipment.
7. Wilful damage to school property.
8. Photocopying of documents.

When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

Policy on individual activities

1. Music Tuition

Parents/Carers may take up the option of children being taught on the school premises usually by the Barnet Peripatetic Music. The full cost must be met by parents/carers and charges will be made for music, instrumental hire and tuition. The cost of this service is determined by the Barnet Music Service and the School Office collects the payments.

Lessons are contracted per term, one half term in advance. Payment is due in advance. Parents/Carers must give notice in writing before the next term's tuition contract is agreed with the provider i.e. One half term's notice is required to terminate their child's tuition.

For those in need of financial assistance small grants are available from the local authority, details are available from the school office.

2. Residential Trips Board and Lodging

Where there is a residential element to a school trip (Year 5 and Year 6 trips) a charge will be made for board and lodgings.

When the School informs parents about these residential trips, it will be made clear that parents who are in receipt of particular benefits will be exempt from paying the cost of board and lodgings. (See Remissions section).

Where parents/Carers are facing financial hardship, this should be discussed with the Headteacher, all parents/carers will be encouraged to pay the deposit as a minimum contribution.

3. Transport

The cost of travel to and from a residential or day visits which uses coach travel, will be included as part of the voluntary contribution towards the trip. If the cover of transport cannot be covered through voluntary contributions, alternative travel or trip may be sought.

We ask for a voluntary contribution towards the cost of coach travel to and from swimming lessons. If the cover of transport cannot be covered through voluntary contributions, alternative travel may be sought.

5. Clubs/Activities (excluding education that is part of the National Curriculum or part of religious education).

All clubs and activities run by the school itself are subject to a charge.

"Breakfast Club" and "After School Club" provided by the school, primarily to provide childcare outside normal school hours, will be subject to a charge. Late pick-up from "After School Club" will be subject to an additional charge.

Places will be available, at the discretion of the Headteacher, to those families in need of financial assistance.

Clubs and activities run on our premises by outside organisations, such as football and multi sports, will charge for the activities they offer. Places will be available, at the discretion of the Headteacher, to those families in need of financial assistance.

6. Nursery – There is a charge to Nursery parents to cover the additional hours covering lunch supervision.

Remission of charges

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseeker's 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 that they are 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 four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

Children of families who receive these payments are also entitled to free school meals. This entitlement of remission of charges applies whether or not the free school meal entitlement is taken up.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The school may choose to subsidise part or all of the payment of charges for certain other activities. This will be at the discretion of the Headteacher and will depend on the activity in question.

Voluntary Contributions

- We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities to make school funds go further. This includes materials, equipment, transport and activities and transport for residential trips.
- If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

If insufficient contributions are received for a particular event or activity, then it may be cancelled. This will be made clear at the outset.

Activities for which The School may request voluntary contributions include the following:

a) Visits and trips in school time, including visiting theatre or music groups

These activities are very valuable educationally and parents will usually be invited to make a voluntary contribution to cover costs.

b) Ingredients and Materials

The cost of materials, ingredients, (or the provision of them by parents/carers) for the following subjects e.g. art and crafts, needlework or cookery etc. when there is a finished product and the parent has indicated in advance that they wish to own the finished product. It will be the responsibility of the parent to let the school know that they do not wish to own the end product where the request for ingredients or materials is made.

c) Transport to Swimming lessons

Children in Year 4 attend swimming lessons and the school arranges transport. Parents/carers will be asked for a voluntary contribution, each term, towards this transport cost.