

Lockington CE VC Primary School



Charging and Remissions Policy

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Person Responsible for Implementation and Monitoring	Headteacher/Chair of Governors

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Introduction

This policy is designed for school leaders, governing bodies and parents and is guidance on the permitted and prohibited charges of schools and circumstances where the remission policy will apply. It is drafted having regard to the Education Act 1996 and guidance released by the Department of Education.

All education during school hours is free and lessons taught within the National Curriculum are free, with the exception of extra music tuition.

All charges are decided based on what a reasonable contribution would be and any voluntary contributions which parents/carers are unable to pay will not affect how a pupil is treated.

1. Vision Statement

The school believes that extra-curricular activities are vital to our pupils' educational development and aim to provide activities which engage with each individual child's creativity and inspire them to learn. We believe that a range of learning environments will benefit our pupils and giving them hands-on opportunities is part of our commitment to a flexible learning programme.

We understand that parents/carers will not always be able to make a voluntary contribution towards charges and will not disclose the identity of parents/carers who are unable to do this. Pupils will not be treated differently as a result of this.

2. This policy was drafted with regard to the following legislation:

Education Act 1996

DoE – Charging for School Activities Guidance (October 2014)

Universal infant free school meals (September 2014)

3. Permitted Charges:

- Non-curricular music tuition – all pupils have the opportunity to take part in music classes during school hours which incur no charge however, if a pupil wishes to have additional music lessons there will be a charge. Lessons are taught by music teachers from outside of the school and we therefore must take a charge for these lessons and in some instances, the music instrument.
A subsidy may be available for pupils who are eligible for free school meals, see further below in the "Remissions" section.
Please note that information about additional music tuition will be available at the beginning of each academic year.
- Residential trips – where a residential trip has been organised and will take place (mainly) out of school hours, the cost maybe subsidised by the school to ensure the trip is available to all pupils, but the remaining balance is to be met by parents/carers. This cost will cover board/lodging, travel costs and costs of tickets if applicable, with the exception of those entitled to statutory remission.
- School Visit (non-residential) in school time – a voluntary contribution will be sought from the parents to cover costs.
- Damage to school property – where a pupil has intentionally damaged school property, the school will be entitled to charge parents for damage and loss of school property. There will be no charge for accidental damage.

- Extended services – if the school runs a breakfast club or an after-school club, parents/carers will incur a charge as this is a service provided outside of school hours. The charge for this will be confirmed at the beginning of the academic year.
- Uniforms – all pupils are required to wear a uniform and official school uniform items such as book bags and school jumpers, can be purchased from the school office.

4. Charges Not Permitted:

- Residential trips – where a residential trip has been organised and will take place in school hours, the school will ask for a contribution from parents/carers. However, no pupil will be treated differently or excluded from the trip if they are unable to contribute toward the cost of the trip. Pupils who are entitled to a free school meal will have a packed lunch to pick up on the morning of the trip.
- Examinations – any examinations which are part of the National Curriculum are paid for by the school but in circumstances where a pupil fails and is required to re-sit, a charge may be recovered from the parents/carers of the pupil.
- Admissions charge – the school cannot charge an admissions application fee for any pupils.
- Equipment – materials, books, sports equipment and instruments in National Curriculum music lessons are all supplied by the school and cannot be charged to parents/carers.

Procedure for Payments.

The School accepts cash and cheque payments for school lunches and activities.

Should there be any difficulties in paying, please contact the School Office and this will be handled confidentially.

In the case of debts becoming outstanding, the following procedure will be followed:

- Prior to debts reaching £75.00, a note and a text reminder will be sent
- If this is unsuccessful, an invoice will be issued to retrieve the monies
- If the debt reaches £75.00, a formal letter will be sent to settle the account
- If the debt reaches £100.00 or over, a letter will be sent outlining that services, such as School Dinners, Breakfast Club and After School Club will be suspended.
- If this is not paid within 28 days, the invoice will be referred to the East Riding Local Authority to be recovered.

5. School Meals

From September 2014 all pupils in reception, year 1 and year 2 in state-funded schools in England should be offered a free school meal. This includes academies, free schools, pupil referral units and alternative provision as well as maintained schools.

Children at key stages 2-4 in state-funded schools are entitled to receive free school meals if their parents or carers 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 they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
 - During the initial roll out of the benefit, Universal Credit

Applications will be processed within 30 days of receipt and the applicant will receive a letter which will confirm the date which entitlement begins. Please note that free school meal allowance cannot be backdated

Primary Schools in the East Riding

Parents/carers who have a child at a school in the control of East Riding Council can apply for free school meals at the link below:

<https://east-riding.firmstep.com/popup.aspx/RenderForm/?F.Name=Hra5op6mQte&HideToolbar=1>

6. Remissions:

Statutory Remission applies to any parents/carers receiving some state benefits and entitles some charges to be paid by the Governing Body, whole or in part. The qualifying benefits are:

- Income Support (IC)
- Jobseekers Allowance (JSA)
- Child Tax Credits (CTC), provided that the family is also not in receipt of Working Tax Credits (WTC) and their annual income does not exceed £15,575.
- Guaranteed element of State Pension Credit
- Income related Employment and Support Allowance (ESA).