



Policy Number CHI9

CHARGING & REMISSIONS POLICY

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Our Mission Statement

“And the child grew and became strong; He was full of wisdom and God’s blessings were upon Him.” (Luke 2:40)

Our Vision

We strive, with God’s grace, to enable every child to grow academically, socially, morally, spiritually and culturally in the knowledge they are loved by God and are safe and valued within our school community. Our core Christian values are woven throughout our curriculum and wider school ethos to fully prepare each of our children to achieve the highest holistic outcomes.

Our mission statement, “And the child grew and became strong...” (Luke 2:40) embodies our vision and commitment to equip children with the values and tools to enable them to thrive and flourish, embracing both success and challenge, prepared for “life in all its fullness.” (John 10:10)

DOCUMENT STATUS

Version	Date	Action
Version 1	28/09/2017	Updated and newly formatted Policy agreed by Finance Committee
	25/01/2019	No amendments. Agreed by Finance Committee
	24/01/2020	Amendment to 4.2 to reflect new provider of school milk
Review Period	Annually	
Review Date	January 2021	



1. **Statement of Intent**

- 1.1 We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
- 1.2 A statement of the charging and remission policy as determined by the Governing Body.
- 1.3 This charging policy has been compiled in line with statutory requirements - DfE Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities. October 2014.
- 1.4 The policy aims to set out:
 - 1.4.1 Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians
 - 1.4.2 Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities

2. **Basic Principles**

- 2.1 School governing bodies and local authorities, cannot charge for:
 - 2.1.1 an admission application to any state funded school
 - 2.1.2 education provided during school hours (including the supply of any materials, books, instruments or other equipment)
 - 2.1.3 education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
 - 2.1.4 instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
 - 2.1.5 entry for a prescribed public examination, if the pupil has been prepared for it at the school
 - 2.1.6 examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school



- 2.2 Schools and local authorities can charge for:
 - 2.2.1 any materials, books, instruments, or equipment, where the child's parent wishes them to own them
 - 2.2.2 optional extras (see details below)
 - 2.2.3 music and vocal tuition, in limited circumstances
 - 2.2.4 certain early years provision
 - 2.2.5 community facilities
 - 2.2.6 provision of materials/ ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product
- 2.3 Optional extras for which the school can apply a charge:
 - 2.3.1 Board and lodging for a pupil on a residential visit
 - 2.3.2 Extended day services offered to pupils (for example breakfast club, after-school clubs, dinner and supervised homework sessions)
 - 2.3.3 Education provided outside of school time that is not:
 - 2.3.3.1 part of the national curriculum
 - 2.3.3.2 part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 2.3.3.3 part of religious education
 - 2.3.4 Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
 - 2.3.5 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)

3. **Voluntary Contributions**

- 3.1 There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents.
- 3.2 The school may recover the full costs of activities, which may be provided directly or through commissioned services, but charges will not exceed actual cost.



- 3.3 Examples where parents may be asked for a voluntary contribution include:
 - 3.3.1 Swimming
 - 3.3.2 Non-residential school Trips
 - 3.3.3 Enrichment activities e.g. external drama group
- 3.4 If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.
- 3.5 No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

4. Activities for which the School Will Apply a Charge

- 4.1 **Breakfast Club and After School Club** – if the School provides these services it will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body on an annual basis.
- 4.2 **Milk** – the provision of milk in school is arranged by school for all children. Milk is provided free to pupils under the age of 5 and any pupil who is eligible for Pupil Premium. For those children not eligible for free milk the cost of the milk will be charged to parents via our milk provider. This is required to be paid in advance with any amendments made before 12pm on Tuesday of the week before.
- 4.3 **School Meals** – school will provide school lunch to junior school children at a cost agreed by the Governing Body each year.
 - 4.3.1 Parents have the right to opt out of school meals provision by providing suitable meals for their children themselves i.e. through sending packed lunches. This must be by arrangement in advance, every half term, with the school office.
 - 4.3.2 Parents changing from paid school meals to home packed lunches or vice versa must notify the school office.
 - 4.3.3 Parents are required to pay for meals for the full school week on the first school day of that week.
 - 4.3.4 Written reminders will be sent home to parents should lunch money not be paid by the second day of the school week.
 - 4.3.5 Parents may pay for meals further in advance if they so wish e.g. monthly, half termly or per term.



- 4.3.6 School reserves the right to withhold the provision of meals should arrears not be paid by the last day of the school week. This right will not be unreasonably exercised, e.g. where a child has been absent from school for part of a week due to illness. A written notification will be issued before withdrawal of provision. Provision will be re-instated on payment of arrears and monies due for the first week of re-instatement.
- 4.3.7 Should a pupil be absent from school following payment for meals for the week, a credit for each day absent will be carried forward into the following week.
- 4.3.8 Children brought into school after 12.30pm will not be provided with lunch unless arrangements have been made by the parent with the school office in advance.
- 4.3.9 There is no charge for school meals for infant school children under the Universal Infant Free School Meals scheme.
- 4.3.10 There is no charge for junior children who are entitled to Free School Meals and notification has been received from the Local Authority.
- 4.3.11 In exceptional circumstances (e.g. where a child is admitted at short notice) school may, at the discretion of the Headteacher, provide meals without charge for a period of up to 5 school days to allow parents time to make the necessary claim. After this period, where free meals have not been granted by the LA, parents will be required to pay for future meals or provide alternative meals themselves.
- 4.4 **Ancillary Services** – the School may offer additional non educational services and the scale of charges will be approved by the Governing Body on an annual basis. If the service is a one-off, the Headteacher or Finance Committee may approve the charge.
- 4.5 **Lettings** – the school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Finance Committee.
- 4.6 **Extra-Curricular Activities run by External Providers** – external providers will set and collect their own charges.
- 4.7 **Other charges** – the Headteacher, School Business Manager, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.
- 4.8 **Breakages & Damages** – in cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher or School Business Manager in consultation with the



Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

- 4.9 The Headteacher, School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

5. Remissions Policy

- 5.1 Charges for chargeable activities may be fully or partially remitted for pupils in receipt of Pupil Premium*.

* This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

- 5.2 If parents/ carers are on a low income and in receipt of the following benefits, then support may be available for them (towards the cost of board and lodgings) when being asked for contributions towards the cost of school visits:

5.2.1 Universal Credit in prescribed circumstances

5.2.2 Income Support (IS)

5.2.3 Income Based Jobseekers Allowance (IBJSA)

5.2.4 Support under part VI of the Immigration and Asylum Act 1999

5.2.5 Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules

5.2.6 The guarantee element of State Pension Credit

5.2.7 An income related employment and support allowance that was introduced on 27 October 2008.

- 5.3 Parent/ carers who believe they may qualify for remission must apply in writing to the Headteacher. Complete confidence will be observed in all such matters.

6. Scale of Charges

- 6.1 All charges will be approved by the Governing Body on an annual basis.