



CHARGING AND REMISSIONS POLICY

Written by: LA – Revised by Pam Porter

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Updated: 01.04.21

Ratified by Governors:

To be reviewed: April 2022

Signed: _____
Chair of Governors

This charging and remissions policy has been approved in accordance with s:457 of the Education Act. 1996.

1. Day Educational Visits

All visits support the National Curriculum and are therefore a part of each term's work.

Where costs are incurred that cannot be covered by the school within the resources ordinarily available to the school, we ask for a voluntary contribution towards the cost of the day trip or visit.

No child is ever excluded from an educational visit because of non-payment but we reserve the right to cancel the trip if insufficient money is collected.

Where a visit is a requirement of the curriculum, for example swimming, we do not ask for any payment towards the cost. These take place in school time and are part of the National Curriculum.

A voluntary contribution towards travel costs may be requested for sports events.

The cost of all school educational visits or workshops is calculated on an individual basis based on actual cost to the school divided by number of pupils due to attend. Activities are not run on a profit-making basis. Due to this, we are unable to offer refunds if a child is unable to attend for any reason (i.e. sickness, medical appointments).

2. In-school Curriculum Enrichment

A charge may be made for specialist workshops, performances or activities that take place in school (e.g. pantomime, drama groups, visiting farms etc.)

Where costs are incurred that cannot be covered by the school within the resources ordinarily available to the school, we ask for a voluntary contribution towards the cost of the event or activity.

No child is ever excluded because of non-payment but we reserve the right to cancel the event if insufficient money is collected.

3. Residential Educational Visit

Residential visits, which all Year 5 and Year 6 children are invited to take part in, supports the work done in various National Curriculum areas. The cost of the visits includes:-

- transport from school to destination and back again
- board and lodgings
- any entrance fees and instruction

This trip is optional and parents are asked to cover the cost of this visit.

Pupil Premium

Children who are in receipt of Pupil Premium funding pay a reduced amount for visits and events. The residential trips are heavily subsidised by the school so that the commitment by parents and carers for their child to attend is upheld.

4. Materials for Art, Craft and Design and Technology

Where a pupil or parent wishes to retain items produced as a result of art, craft or design and technology, a charge may be levied for the cost of the materials used.

5. Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

Redbridge Music Service levies charges in respect of individual music tuition group tuition, and instrument hire. A peripatetic teacher provides these lessons. This is an additional curriculum activity, and not part of the National Curriculum.

The full cost is passed on to parents who are invoiced accordingly.

Children who are in receipt of Pupil Premium that are selected for individual music tuition are exempt from costs. These will be funded by the school.

6. Dinner Money

The full cost of dinners is passed onto parents. For children eligible for Free School Meals, no charge is made. Since September 2015, we have provided a free school meal for all children in Years Reception, 1 and 2 in line with DfE ruling on Universal Infant Free School Meals. Parents not eligible for FSMs are requested to pay in advance or on the day for dinners. The school will chase any debt that accrues. Should this occur you will receive a debt letter, or a member of the admin team will telephone requesting that credit be applied to the account. The dinner account is a contract between ISS (school meals contractor) and parents; as such it is the responsibility of parents to ensure there are sufficient funds in their child's account to cover a meal.

7. Activities Outside School Hours

A nominal charge will be made for activities outside school hours that are organised by staff of the school and for clubs organised by outside agencies (e.g. sports coaches).

Our breakfast and after school club is provided by Shine Clubs, and is booked and paid to them. If your account with Shine goes into arrears, they retain the right to refuse a child entry until said arrears is cleared.

8. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or such lower costs as the Head teacher may decide.

A charge will be levied, in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to school. The charge will be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

9. Voluntary Contributions

The governing body has agreed that all school visits will be offered to parents with the information that the cost is met by voluntary contributions. Parents will, however, be reminded that these valuable educational experiences cannot be offered without parental support. Therefore trips may have to be cancelled due to lack of funding. Parents will be advised to contact the Head teacher if there are concerns at their ability to meet the cost.

Given appropriate evidence, the Headteacher has delegated power to decide the need to provide some level of financial support where necessary.

10. Remissions

If the parent/guardian of a pupil is in receipt of income support, family credit, income based jobseekers' allowance (payable under the Jobseekers Act, 1995) or disability working allowance and their child is in receipt of the pupil premium funding, charges in respect of some educational visits (s2), materials (s4), music tuition (s6) and activities outside school hours (s6) will be remitted in full.

The Headteacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances

The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.