



Trinity St. Peter's

Church of England Primary School

where children shine

Charging and Remissions Policy

Guided by Our Faith, In Everything That We Do

Legislative Context

Sections 449-462 of the Education Act of 1996

Guidance

Section 7.5 of the Governors Handbook.

Charging for School Activities. Departmental advice for governing bodies, school leaders, school staff and local authorities - May 2018.

1. Overview

Our aim is to provide a wide range of additional opportunities for all our pupils in a fully inclusive manner with no pupil denied such opportunities for as long as such activities can be sustained by the school budget and resources.

At Trinity St Peter's Primary School, we would aim only to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

2. Principles

In line with the Education Act of 1996 and associated guidance.

No charge:

- We make no charge for National Curriculum and related activities in school time or out of school hours if required as part of the national curriculum.
- We make no charge for instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- As per School Admissions Code 2012 there are no requests for financial contributions as part of the admissions process.

The right to charge:

We reserve the right to charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- property/equipment that has been damaged maliciously
- lost school books
- optional extras*
- music and vocal tuition, in limited circumstances and as requested by the parents
- certain early years provision
- community facilities

3. Optional Extras*

Education provided outside of school time that is not part of the national curriculum;

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport specified in 10)
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, food and supervised homework sessions)

4. Voluntary Contributions

- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution.
- Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of Income Support or Family Credit (see section 11)
- We may charge where it enables an increase in, or enriches, non-statutory extra curricula provision at any time
- We support the development of all community groups use of school facilities through a flexible charging approach; aiming to recover any additional costs.

5. Nursery

- The first 15 hours Nursery provision is free of charge with the exception of wrap around care 30 hours provision free for eligible parents.
- Where parents are not eligible to access the 30-hour provision but wish for their child to access above the government funded 15 hours, then there will be an additional charge of £15.00 per each additional 3-hour session attended.
- Parents will be invoiced half-termly.

6. Clubhouse

- After School sessions cost £10.00 per child (3.05pm – 5.00pm), £15.00 (3.05-6pm)
- Breakfast sessions cost £5.00 per child (7.40am - 8.40am)
- Flexible sessions are permitted and are charged at an increased rate of £6.60 for a Breakfast Club session and £19.80 for an After-School Club session (until 6pm), £13.20 (until 5pm) .
- Flexible sessions must be booked 24 hours in advance with the Clubhouse Manager and must be paid for upon notification from School Money that the payment is available on the account.
- Regular sessions will be invoiced on a half-termly basis, in advance, and full payment is due within 14 days of the date of the invoice
- Fees are not transferrable or variable and are payable regardless of how long the child attends each session at Clubhouse
- Fees are non-refundable
- Persistent late or non-payment of fees will forfeit the child's place
- In exceptional circumstances where the school is unable to open, such as a Snow Day, fees may be non-refundable.

7. Dinner Money

- Reception pupils and KS1 pupils have an entitlement to universal free school meals
- Children whose parents are in receipt of support payments (see section 10) will have a free school lunch entitlement
- The cost of a hot dinner is £2.70 for KS2 pupils and £2.20 for Nursery pupils. This is reviewed annually
- Dinner money should be paid weekly online through School Money

8. 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.
- 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.
- Music instrumental teaching: Specialist teaching in class will be provided free of charge.
- The cost of instrumental or singing lessons outside class time to individuals or small groups may be met by a charge to parents at the discretion of the school as outlined above at the request of the parent. Charges would set on an annual basis and paid termly in advance. Parents will be expected to hire or buy their child's own instrument.

9. Extra-curricular clubs

- A charge may be levied for participation in extracurricular activities to meet the costs of provision.

10. Transport

The school will not charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport for swimming lessons during school hours

11. Residential visits

The school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place 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;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school reserves the right to charge for board and lodging-the charge will not exceed the actual cost.

When the school informs parents about a forthcoming visit, we shall make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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 Pension Credit

- Child Tax Credit (provided you're 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

11. Education partly during school hours

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

12. Conditions

Off - site extra -curricular activities

A voluntary contribution not exceeding the actual cost may be requested. Where insufficient voluntary contributions are received this may result in the visit being cancelled.

On - site extra -curricular activities

Curriculum Enriching Activities

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

13. Remissions

The school reserves the right to propose to remit (wholly or partly) any charge otherwise payable to them in accordance with the charging policy. This may take account of information regarding benefits received by parents as outlined in Section 8 of this policy.

Parents are encouraged to speak to the Headteacher in confidence if they are experiencing difficulties making payments. Every effort will be made to support them.

Key Responsibilities:

The Governing Body will review and amend the charging and remissions policy as appropriate and the policy will be reviewed annually;

The Headteacher will be responsible for drafting proposals for charges and will keep Estates and Infrastructure Committee informed;

The School Office Manager together with Sefton Finance Officer will provide effective financial administration enabling efficient budget management by the Headteacher

Users will abide by the terms and conditions of the booking and hiring contract.

Agreed by the Governing Body