Sacred Heart Catholic Primary School

CHARGING & REMISSIONS POLICY

Mission Statement:

Learning and loving with Christ as our teacher.

Policy Review

This policy will be reviewed in full by the Governing Body.

Review Frequency	Every 4 Years
Last Review Date	28/2/22
GB Adopted	28/2/22
Next Review Date	28/2/26

Signature: Linda Payne Date: 28th February 2022

Executive Head Teacher

Signature: Vivienne Morgan Date: 28th February 2022

Chair of Governors

Sacred Heart Catholic Primary School

Introduction

This document sets out the Charging Policy of Sacred Heart Catholic Primary School & Nursery and provides information to staff, students and parents on the circumstances where the school would charge for the cost of items or activities.

The Governors recognise the invaluable contribution that additional activities such as After School Events, Class Visits and Residential Trips can make towards a pupils' personal and social education.

The school aims to promote and provide these activities as part of a broad and balanced curriculum for the pupils and as additional optional extras.

No charges are made for any education provided, although the Governors reserve the right to make charges in the following circumstances for activities organised by the School.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The Governing Board

The Governing Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Head of School/Executive Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Head of School/Executive Headteacher

The Head of School/Executive Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

Implementing the charging and remissions policy consistently

Notifying the Head of School of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the Head of School of any concerns or queries regarding the charging and remissions policy.

5. Voluntary contributions

- When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost.
- The level of contribution will be decided by the Head of School and will be based on the actual costs incurred, divided by the number of pupils participating.
- All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.
- The letter will be sent home in good time to enable parents the opportunity to pay and for the school to have time after the deadline for payment, to review the level of contributions received.
- If any parent has a difficulty with making contributions, they must make an appointment to see the Head of School to ensure that no child is disadvantaged.

- If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

6. Residential Visits

- The school organises a residential trip for Year 5 & Year 6 every year. There will be a cost for board and lodging. A voluntary contribution is asked for transport, materials and charges for activities to be experienced.
- Parents in receipt of state benefits are exempt from payment. All requests for financial support should be made to the Head of School prior to the non-refundable deposit being paid.
- The school has an established system for parents to pay in instalments.
- The letter will be sent home in good time to enable parents the opportunity to pay and for the school to have time after the deadline for payment, to review the level of contributions received.
- If the school does not receive sufficient voluntary contributions by the specified date, it reserves the right to cancel the trip. Each trip will be reviewed individually and the decision to cancel will be made by the Head of School.
- The sum payable must be paid in cleared funds before the date of the trip, failing which the child will not be able to go on the trip.
- The School itself cannot fund such visits as no resources are provided by the Governors or the Local Authority. We ask parents to support these visits so that they may continue.

7. Under spend

Where an activity makes an unexpected surplus the school will consider making a refund. In accordance with the guidelines set out within the Hertfordshire County Council Financial handbook for Schools, Sacred Heart School will make a refund where the surplus is either:

- 5% or more of the total cost per person, or
- £5 or more per person

(which ever is the smallest)

Surpluses will be reimbursed in 'round amounts' only, e.g. £3 not £3.29.

Where a refund is offered, the accompanying letter will indicate that 'a surplus of £x has been made and that if a parent/guardian would like to take advantage of it they should contact the school office by a date three weeks in advance. If the school is not contacted by that date it will assume that the refund has been donated to school funds.' All refunds will be made in cheque format in order to maintain a clear audit trail. Refunds donated to the school will be transferred to an appropriate budget heading, following approval from the Head of School.

8. Individual Instrumental Tuition

- All children study music as part of the normal school curriculum. We do not charge for this.
- There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons.
- We give parents information about additional music tuition at the start of each academic year. These charges are determined by Herts Music School.

9. Charging in Kind

- A charge may be made for the cost of (or parents may be asked to provide) materials, ingredients and equipment for some subjects, for example; Art, Design & Technology.
- The Governing Body may charge for ingredients and materials or may require them to be provided if the parents have indicated in advance that they wish to own the finished product.

10. Swimming

- The school organises lessons for Junior children. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity.
- We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

11. After School Clubs

- The school offers additional clubs after school run by qualified coaches who are not members of the school staff.
- Parents will be advised of costs for activities out of school hours prior to the activity taking place.

12. School Meals

- The cost of a school meal is determined by the catering company. The school does not increase the price of a school meal.
- School meals should be paid at the beginning of each half term. The school's preferred method of payment is via School Comms. However, if this is not possible, cash or cheque payments can be made via the school office.
- Any parent that falls into arrears by the third week will be sent a reminder. Another reminder will be sent the following week. After three letters the debt is referred to Herts Catering. Parents will be asked to provide their child with a packed lunch until the debt has been cleared.

13. Breakages

- The school may require payment for the cost of replacement or repair of equipment or of premises broken or damaged by pupils either during or out of school hours.

14. Remissions

Where the trip takes place wholly, or mainly during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Income support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Support Credit;
- The guaranteed element of State Pension Credit.

Parents need to apply for a partial remission of charge by completing an 'Application for Partial Remission of Charge' form obtainable from the school office. Parents will be requested to show proof of receipt of any of the above. (The level of remission will be in accordance with local authority guidelines in effect at the time of application).

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or full where those parents feel that in their particular circumstances the payment would cause hardship.

15. Monitoring arrangements

The Head of School monitors charges and remissions, and ensures these comply with this policy.
This policy will be reviewed by Head of School every year.
At every review, the policy will be approved by the Resources Committee.

Disability Equality Scheme

This policy supports the school's Disability Equality Scheme and it is available in a range of different formats, for disabled parents and the wider public.