

CHARGING AND REMISSION POLICY

Name of School: Sir John Sherbrooke Junior School
Date of Policy: November 2022
Responsibility of: Governors
Review Date: October 2023



Ethos

Our core purpose at Sir John Sherbrooke Junior School is one of 'Profound Personal Development'. This, along with our core 'Take Care' ethos, promotes every child learning, achieving and enjoying in a culture of opportunity and ambition, within a climate of participation.

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards a 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. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents/carers' financial means.

The school does however need to pay for all trips and activities and consequently may ask for financial donations or payment to cover the costs. Unfortunately, trips and activities may not be able to go ahead if insufficient donations are made.

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 be made

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 449-462, which set out the law on charging for school activities in England. This complies with our funding agreement and articles of association.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

- 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 Teacher
- The governing board also has overall responsibility for monitoring the implementation of this policy
- In our school, responsibility for approving the Charging and Remissions policy has been delegated to Miss Maddison (Head Teacher). In our school, monitoring the implementation of this policy has been delegated to our Chair of Governors.
- The Head Teacher is responsible for ensuring staff are familiar with the Charging and Remissions policy, and that it is being applied consistently
- Our staff are responsible for:
 - o Implementing the Charging and Remissions policy consistently
 - o Notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
 - o The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation
- Parents / carers are expected to notify staff or the Head Teacher of any concerns or queries regarding the Charging and Remissions policy

Where charges cannot be made

Below we set out what the school cannot charge for.

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - o The national curriculum
 - o A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - o Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent / carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

Residential visits

- 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:
 - o The national curriculum
 - o A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - o Religious education
- Supply teachers to cover for those teachers who are absent from school, accompanying pupils on a residential visit

Voluntary contributions

As an exception to the requirements set out above, the school is able to ask for voluntary contributions from parents / carers to fund activities during school hours, which would not be possible.

Some activities for which the school may ask parents / carers for voluntary contributions include:

- o school trips/residentials
- o sports activities
- o theatre visits
- o authors/actors/theatre invited into school to enhance pupil provision
- o food for special events e.g. Christmas parties
- o trophy engraving if their child wins a school award at the end of the year

There is no obligation for parents / carers to contribute, and no child will be excluded from an activity if their parents / carers are unwilling or unable to pay. If a trip or activity goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others. If the school is unable to raise enough funds for an activity or visit to make it financially viable then it will be cancelled, or not run in the future.

Where charges can be made

Below we set out what the school can charge for.

Education

- Any materials, books, instruments or equipment, where the child's parent / carer wishes him or her to own them e.g. pupil's academic diary
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are examples of optional extras:

- Education provided outside of school time that is not part of:
 - o The national curriculum eg lunchtime and after-school activities where costs are incurred to provide specialist provision, such as sports coaching, pitch hire or materials
 - o A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - o Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as Out of School and Holiday clubs)
- Breakages - If a child deliberately breaks or damages school property the school will ask for the cost of repairing or replacing the item

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra. Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity, but whose parents / carers are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Parental agreement is necessary for the provision of an optional extra, which is to be charged for.

The Head Teacher, in consultation with the School Business Manager, will determine the charges for each activity. Parents/carers will be informed of the charges for the coming year as early as possible. Payment would be appreciated by the date of the trip, visit or residential. For enrichment clubs, payment should be received by the end of the academic term the activity is signed up for. If the school cannot process the cost beforehand, the trip or activity may not run in the future.

Music Tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent / carer. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Meals

School Meals should be ordered each day during morning register and payment is collected via each child's sQuid account. Children who receive Free School Meals or Infant Free School Meals will not be charged, but must still place an order each day.

Remissions

In some circumstances, the school may not charge for items or activities. This will be at the discretion of the governing board and will depend on the activity in question.

Remissions for residential visits for parents / carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- 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
- Guaranteed State Pension
- Pupil Premium entitlement

As the School will cover this cost, however, any contribution would be welcomed.

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

- All trips will be published well in advance
- We have a system for parents / carers to pay in instalments
- When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection

Debt recovery

Parents and Carers who are experiencing difficulty paying for a chargeable service offered by the school should inform the school office immediately. In most circumstances, a payment plan can be agreed to help parents clear their debt to the school as soon as possible. If payment has not been received within one year of a child / family leaving the school, the debt will be recovered via the Small Claims Court.

Monitoring arrangements

This policy will be reviewed by the headteacher and Chair of Governors every year. At every review, the policy will be approved by the governing board.