

St John & St James Church of England Primary School



Charging and Remissions Policy

Document Information			
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Signature (FGB)		Signature (Head)	P Cuncarr

General terms

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free.

School governing bodies and local authorities cannot charge for:

- an admission application to any maintained school;
- 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 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;

Furthermore, it is not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

Optional Extras

Headteachers or Governing bodies may ask parents for a voluntary contribution towards the cost of:-

Some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
 - part of the National Curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of religious education -
 - examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
 - transport that is not 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
- In calculating the cost of optional extras an amount may be included in relation to:
 - any materials, books, instruments, or equipment provided in connection with the optional extra;
 - non-teaching staff;
 - teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
 - the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Furthermore, 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parent/carer choice and a willingness to meet the charges. Parent/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities.

However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parent/carers at the outset. The governing body or head teacher will also make it clear to parent/carers that there is no obligation to make any contribution stating that all contributions are

voluntary.

It is important to note that no child should be excluded from an activity simply because his or her parent/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then the activity and/or visit must be cancelled.

Schools and local authorities can charge for:

- any materials, books, instruments, or equipment, where the child's parent/carer wishes him to own them;
- optional extras
- music and vocal tuition, within the guideline on the National Curriculum
- Music

What can be charged for:-

Any Instrumental and vocal tuition, which takes place during the school day, either individual or in groups, subject to the parent/carer requesting the tuition, can be charged for.

If a child wants to learn a musical instrument or learn to sing during school hours with a specialist teacher the parent/carer can request this through the school if offered or through Camden Local Authority Music Department.

What does "during school hours" mean?

This means any tuition which takes place during the school day when normal class lessons are taking place. It does not include tuition before or after school, during school lunch hours, or during weekends and holidays.

What cannot be charged for under the regulations:-

Instrumental and vocal tuition which is part of the National Curriculum. Instrumental and vocal tuition for children in care cannot be charged for. The regulations do not cover lessons which take place outside school hours, at weekends or during school holidays.

What St John and St James CE Primary School offers to children

At St John and St James School we undertake whole-class instrumental and vocal tuition programmes to give children an opportunity to experience learning a musical instrument or to sing, which follows the Programme of Instrumental and Vocal Tuition All KS2 children benefit from learning a musical instrument and all KS1 from having specialist vocal tuition.

The school provides this from our allocated budget as part of the National Curriculum.

Residential visits

The Head teacher or governing body may ask parent/carers for contributions towards the cost of:

- any activity which takes place during school hours;
- school equipment; and
- school funds generally.
- Children of parent/carers who are unable, or unwilling, to contribute may not be discriminated against.

However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school must cancel the activity/visit. The school will make parent/carers aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

Applications for Passports

St John and St James School will charge a nominal fee in respect of passport applications that are required to be completed by a senior member of staff.

School Meals

The LA may provide meals or other refreshments to pupils, either on the school premises or elsewhere where education is provided.

The school must provide facilities for pupils not taking school meals, so they can eat meals which they've brought to school. These facilities include; accommodation, furniture and supervision, which allow children to eat their meals in suitable conditions. The school cannot charge pupils for using these facilities.

Free school meals

Children whose parent/carers are entitled to free school meals will be authorised to the school by the LA.

Parent/carers will be required to produce current validation and will be required and will be authorised by the LA **before the school can grant** Free School Meal status. Parent/carers who are granted Free School Meals status are obliged to inform the LA of any changes in their circumstances from which date their Free School Meals may be rescinded and school meals will be charged for accordingly. **Parent/carers are advised that until the school receives confirmation regarding Free School Meal status from the LA all charges for school meals will be charged for.** No application for Free School Meals can be back dated and all Free School Meal applications must be made in advance of each and every academic year in the preceding July to be included in the following September.

All other pupils must be charged the same amount for the same quantity of the same food, although the meals may be subsidised by the LA. Neither the governing body nor the LA has the power to provide free meals to any other pupils.

Paid meals service

All school meals are paid for in advance

A duty requiring LA's and governing bodies to offer paid meals, where parent/carers request them, was introduced from 1 April 2001.

All funds will be collected by the school and paid directly to the LA. The school and LA will seek debt collection for unpaid meals after a statutory period of 10 days and will advise the school to cease providing a meal. Under these circumstances the parent/carer must provide the child with a packed lunch **until such time that the debt has been paid and subsequently all meals must be paid for in advance.**

If a parent/carer wishes to complain about payments or the LA's school meals charges or policy then they must make direct representations to the LA school meals department.

St John and St James School subsidises extended school activities from their delegated budget shares.

School Clubs is non profit making

- A small contribution is requested by users.
- Where children are not collected on time at the end of a subsidised club, parents will be charged for the session in Tea time club, without prior notice. Refusal to pay the charge will result in the child no longer being allowed to access the extended provision.

St John and St James School does not subsidise before and after school care from their delegated budget shares.

- Services which schools can charge for include:
 - all childcare, whether delivered directly or through partner providers
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The sessions requested are payable for each and every child who's parent/guardian wishes them to attend the Clubs Facilities this will include Breakfast and/or After School Clubs. This fee helps to cover Insurance and Administrative costs so there is no reduction of this charge under any category. There is no automatic exemption of charges for those parent/carers whose children are on Free School Meals.

As all Extended Services facilities and staff costs have to be covered outside of the delegated budget, there can be no reduction of charges for parent/carers with more than one child, as staff to pupil ratios have to be applied.

Parents will request the sessions needed in advance. This will ensure that we have the correct adult to child ratios for the number of children attending. Where a parent does not bring a child to breakfast club or collects children early, the charge will still be applied as adult to child ratio would have been arranged prior. Refusal to pay the charge will result in the child no longer being registered to access the extended provision.

Charges for Extended Services will clearly be set out in the programmes sent out to parent/carers at the end of each term.

Other groups who use the school's premises will be charged according and will adhere to the Extended Services lettings policy and/or user agreement.

Parent/carers who are late picking up their child from sessional activities.

As staff to pupil ratios have to be maintained parent/carers who are late to pick up their child from any sessional activity will be charged as set out by the charges which are published and available upon request. Persistent offenders may be refused entry to After School Clubs. There will be a £10 charge per child, for children picked up after 6pm, as this incurs overtime costs for members of staff outside their designated hours.

Sources:

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This policy complements the information given in "A Guide to the Law for School Governors" (Chapter 23). This policy accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. This policy also refers to paragraph 1.82 in the School Admissions Code, and para 1.97 in the revised School Admissions Code (in force from 10/2/09).