



Charging and Remissions Policy

Reviewed by HSF GB

Reviewed-Summer 2020
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(Health, Safety and Finance)

Introduction

The school offers financial help to students in receipt of the Pupil Premium Grant , EVER 6 Grant, or those in current financial hardship, who wish to participate in a voluntary activity such as a residential trip for which payment is required. Guidance as to whether a trip should be considered a 'voluntary activity' is contained in the Policy for Charging for School Activities.

The process

All visits, unless they are free, will ask for a voluntary contribution to be made. Pupils in receipt of the Pupil Premium Grant or EVER 6 Grant will have their day trip places funded up to 100% from the Pupil Premium/EVER 6 Grant. In the case of a residential trip between 50% -100% of the payment will be funded. Parents will be made aware that, if any of them are suffering current financial hardship, they may contact the school to seek financial support. PPG/EVER6 families will also be offered free places in Breakfast Club or other after school clubs.

CHARGING FOR SCHOOL ACTIVITIES

1. A charge to the parents of pupils may only be made for:
 - a) a residential activity where more than 50% of the activity takes place outside of school hours
 - b) activities taking place outside of school sessions that are not part of the agreed School Curriculum Entitlement
 - c) Extended Clubs
2. Any charge made will be composed of an appropriate share of:
 - a) staffing, transport, premises and administration costs for the activity
 - b) an element to contribute towards the costs of further development of the extended curriculum
3. Parents may be asked to make a voluntary contribution towards the cost of any activity taking place in or out of school time that is considered to be part of the School Curriculum Entitlement. Letters to parents about an activity must make it clear that they are being asked for a voluntary contribution. However, if insufficient contributions are made, the activity will not be able to run.
4. Insufficient contributions are deemed to be 75% of the total cost. However, this excludes residential visits where schools can charge for the full cost of board and lodging

4. The Headteacher will apply the remission policy in response to requests from parents / carers whose children are in receipt of Pupil Premium Grant, Ever 6 or Looked After Children(LAC) funding.
5. The Headteacher will apply the remission policy in response to requests from parents / carers whose children are not in receipt of any grant, in the following circumstances:
 - Where family circumstances have changed recently
 - Where the Headteacher knows of other circumstances that are causing financial hardship to a family
6. Staff should refer any enquiries from Parents re charges to the Headteacher.
7. Charges for non-accidental damage to school property or the property of others.

Parents / Carers of pupils who have been responsible for non-accidental damage will be asked to cover the cost or part cost of repair or replacement – to cover the cost of like for like replacement. The Headteacher will aim to ensure that the payment is made from the pupils own resources as far as possible. There is an appendix that describes the procedure to be followed.

APPENDIX B

POLICY FOR CHARGING FOR NON-ACCIDENTAL DAMAGE TO SCHOOL PROPERTY OR PERSONAL PROPERTY OF OTHERS

Pupils will be asked to cover the cost of non-accidental damage, or pay towards the repair or replacement – up to a maximum of £50.

- Parents/carers will be informed by letter.
- If the account has not been settled within 4 weeks, or arrangements made to pay, another letter will be sent.
- Another letter will be sent after 8 weeks.
- If the account is *still* not settled after 8 weeks, the Headteacher will write to the parents/carers asking for the amount that is outstanding, and informing the parents/carers that the pupil may not be allowed to participate in any activities that are not a curriculum entitlement, until the account has been settled.
- The debts will be written off by the Finance Committee when the pupil leaves the School.

ACTIONS:

- The Bursar/Secretary will action an invoice for the damage which states the amount owed.
- A letter will be sent which will state the damage caused and the amount owed.
- The Bursar/Secretary will send reminders at 4 and 8 weeks if the account has not been paid.
- The Headteacher will send a letter to the parents/carers if the account has not been settled after 8 weeks.
- The Finance Committee will “write off” any debts when the pupil leaves School.

APPENDIX C

CHARGING POLICY FOR EXTENDED SCHOOL ACTIVITIES

1. A charge will be made for Breakfast Club and After School Clubs. The charge will be calculated in order to ensure that we cover the cost of :-
 - the provision
 - the use of the premises
 - administration overheads
 - a 5% development levy

2. Charges will be made in advance and must be paid in full before a child or young person takes up their place. If a child misses a session a refund will not be made. If the session is cancelled by the school, provider or Extended Schools Co-ordinator the cost of the session will be refunded, normally by means of adjustment to the next invoice sent to the parents or dates for the club will be extended.