



Rangeworthy
Church of England Primary School
"LET YOUR LIGHT SHINE"



Rangeworthy CE Primary School

Charging and Remissions Policy

Date policy last reviewed:	May 2021
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Signed (Chair)	Name: J. Mullen	Date:	February 2022
Signed (Head)	Name: S. Warnock	Date:	February 2022
Ratified:	Next Review: May 2024		

Rangeworthy CE VC School

Policy for charging and remissions

RATIONALE

Rangeworthy Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Under the Education Reform Act, 1988: Charges for school activities from 1st April, 1989: Schools are not able to charge parents for any activity taking place wholly or mainly during school hours. However, these restrictions do not in any way prohibit schools from seeking voluntary contributions.

AIMS

To establish clear procedures for dealing with monies collected from parents.

GUIDELINES

1. Educational Visits

A letter will be sent before each trip, detailing costs and requesting permission of the parents for the child to participate. Voluntary contributions towards the cost of the trip will be asked for. These will be calculated in such a way that they broadly cover the cost of the trip.

If any parent is unable or unwilling to pay all or part of the cost involved, this will in no way prevent the child or children from participating.

If few or no parents volunteer to pay, it may mean that the trip will not take place and any monies pre-paid will be refunded. This policy will be explained to parents/carers when details of the trip are distributed.

2. Residential Visits

Charges will be made to cover costs incurred for board and lodgings, activities and transport.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the Headteacher via the school office

3. Provision of materials e.g. Design& Technology

Any such contributions towards the costs of materials will be purely voluntary and no child will be excluded from any activity on the grounds of non-payment. However, if the parent / carer does not make a voluntary contribution towards providing resources, these will be supplied by the school but the finished article will remain the property of the school.

4. Music lessons

The cost of tuition fees for music lessons taught by peripatetic teachers will be met by parents.

If a school instrument is used, there will be a hire cost payable to school, to cover maintenance of the instrument.

Tuition fees are calculated by dividing the teacher's fee by the number of children who have signed up for lessons. As these costs have to be met whether or not children complete the terms, a term's written notice from parents is required if a child decides to discontinue lessons.

5. Club Activities

Government legislations allow schools to charge for activities taking place outside normal school working hours, i.e. lunchtimes, before school or after school. The school may host after school clubs provided by an outside agency and a charge will be made to cover the cost of this club.

6. Performances

Parents / carers may be asked to make a voluntary contribution towards the cost of performances and concerts from outside organisations that are held within the school day. The school may also ask for voluntary contributions for

holding performances that the children are involved with, in order to cover the cost of the license and props.

7. Damage to School Property

Parents / carers will be required to pay for willful damage to or loss of school property and premises for which their children are responsible where reimbursement is appropriate

8. Adminstration of Monies

Payments will usually be made via the Schoolcomms Gateway App which records each transaction (taking the place of a receipt). All remissions will be refunded via the Schoolcomms App.

Parents will be provided with the opportunity to discuss any financial problems associated with paying for any activity with the Head teacher in complete confidence

The Governing Body may, from time to time, amend the categories of activity for which a charge should be made

9. Remissions

Where the parents of a pupil are in receipt of Income Support or Family Credit, there may be cases of family hardship, which makes it difficult for pupils to take part in particular activities for which a charge is made. In such circumstances, when arranging a chargeable activity, the Governing Body will invite parents to apply for the remission of the charges in part or full. The Headteacher, in consultation with the Chair of Governors, will make authorisation of remission. The funds available for remissions are very limited so that activities, which would exceed the remission budget, may have to be cancelled.

CONCLUSION

This policy has been approved by the staff and governors of the school and will be used in conjunction with other school policies.

Date of policy – May 2021

Review Date – January 22

Next review Date – May 2024