

# Charging and Remissions Policy

collaboration  
imagination  
individuality  
aspiration

St John  
Springfield  
Morningside  
Holy Trinity

St John the Baptist  
St Matthias

Spontaneously creativity

## CHARGING AND REMISSIONS POLICY

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### **Policy on charging for and remissions for school activities**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The policy identifies activities for which:

- Charges will not be made
- Charges will be made
- Charges may be waived

#### **1. No charges will be made for**

1.1 Education provided during school hours (including the supply of any materials, books, instruments or other equipment);

1.2. 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 the school's basic curriculum for religious education;

1.3. Tuition for pupils learning to play musical instruments (or singing) 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.

1.4. Education provided on any trip that takes place during school hours that is not part of the National Curriculum. However the school will ask for voluntary donation;

1.5. Education provided on any trip that takes place outside school hours:

- a. If it is part of the National curriculum or
- b. Parts of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
- c. Part of the school's basic curriculum for religious education.

1.6. Supply teachers to cover for those teachers to are absent from school accompanying pupils on a residential trip.

1.7. Transport provided in connection with an educational trip. The school can request for a voluntary contribution.

#### **2. Activities for which charges may be made**

2.1 Activities outside school hours

The full cost to each pupil for any activity deemed to be taking place wholly outside school hours e.g. after school clubs

2.2 Residential activities

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If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we make a charge to cover the costs of any board and lodging. If parents are experiencing financial difficulty, they are invited to speak in confidence to the Headteacher.

### 2.3 Music tuition

Music tuition for individuals or group of up to 4 pupils.

### 2.4 Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the costs of repair or replacement. This formal statement has to be made available to all parents, in reality; any problems are usually resolved very amicably.

### 2.5 Residential Visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we make a charge to cover the costs of any board and lodging. If parents are experiencing financial difficulty, they are invited to speak in confidence to the Headteacher.

### 2.6 Extended Day Provision

Morningside, Holy Trinity, St Matthias and St John & St James offer extended provision for children in the Nursery. The pricing of Nursery fees depends on the school that provides the care. Please see the schools application agreement for details on nursery charges. For extended day provision, these schools may also charge for children who are collected late.

### 2.7 Pre-School

Holy Trinity have a pre-school for children six months to three years old. Please see the school website for more information.

### 2.8 Children collection fee

Some schools may charge for late collection. Please refer to appendices 1 in regards to this.

## 3. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

*The Law says:*

*If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset*

*No child will be excluded from an activity because parents are unable to pay*

*If insufficient contributions are raised, the trip or activity may have to be cancelled.*

*If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.*

## 4. Remissions and subsidies

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Circumstances in which charges will be waived are:

Parents in receipt of:

- Income Support
- Income-based Jobseekers Allowance

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- 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 the Inland Revenue) does not exceed £16,190
- Guaranteed State Pension

### 4.2 Subsidies

A cost centre will be established each year containing funds which will contribute towards the funding of trips and visits. Subsidies from various sources e.g. school fund or bids to external organisations will also be considered.

### Appendix 1 – St John the Baptist Late Collection Policy



#### LATE COLLECTION OF CHILDREN POLICY AND PROCEDURES

We appreciate that there are times when the late collection of children is unavoidable; however this late collection policy applies in all circumstances.

The school is open from 8.00 am to 5.30 pm daily. Children who attend breakfast club are admitted to school premises at 8.00 am. School finishes at 3.30pm. Any child who attends after school clubs may be on school premises until 4.30pm or 5.30pm.

If parents are unable to collect their child/children on time, they must telephone the school to let us know what the situation is, when their child is likely to be collected and the name of the person who will be collecting them.

**Any parent who is late collecting their child at the end of the school day or from after school club will be charged a late fee of £5.00 for every 15 minutes they are late.**

In the event of parents repeatedly collecting their child late they will be asked by the school to review their collection arrangements.

**In the unlikely event of a child not being collected from the school at the expected time and no contact being made with the parents, the following procedure will apply:**

- Two members of staff will remain on the premises with the child at all times. One of these staff members will be a senior member of staff.
- The child will be reassured and comforted.
- The parents/carers will be telephoned on all available contact numbers.
- If the parents/carers are not contactable the emergency contact person will be contacted and asked to collect the child.
- Every effort will be made to contact the parents or the emergency contact.
- If no contact has been made with either the parents or the emergency contact within **one hour of the time at which the child was due to be collected** the school will contact Social Services or the Police for advice.

Hackney Social Services First Response Team: **020 8356 5500**  
Social Services Emergency Duty Team (out of office hours): **020 8356 2710**.  
**London Metropolitan Police: 101**

**Reviewed: January 2015**

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Policy written	Nov 09
Adopted by Governing Body	September 2016
Review date	September 2021

