

# **Churchside Federation**

# **Charging and Remissions Policy**

Adopted by LGB: June 2016

Reviewed: July 2017

## **PRINCIPLES**

The Governors are required, by law, to issue their policy for Charging and Remission in accordance with Department of Education and Governors agree to parents being asked to make a voluntary contribution towards the cost of any items or activities providing it is made clear to the parents that

- a) they are under no obligation to make a contribution and
- b) their child will be treated no differently, if they refuse to make such a voluntary contribution.

*However, if there are insufficient parents willing to make such a voluntary contribution, it is unlikely that the activity will take place.*

## **CHARGING PROCEDURES**

### **Music:**

Charges will be made for instrumental tuition and the hire of school instruments (unless it is provided as part of whole class teaching). Children are responsible for the care of musical instruments and parents are advised to take out insurance cover against major damage to school instruments.

### **Art / Design /Technology:**

Charges will be made for ingredients and materials only if parents indicate in advance their wish to receive the finished article.

### **Educational Activities (during school hours):**

Charges will be made for any activity where the charge is levied by, and paid to, persons other than the school.

All costs for board and lodging will be met by the parents except where they may be

eligible for a remission of charges (see Remission Paragraph below).

No charge will be made if the transport is being provided by the school or DNEAT.

### **Educational Activities (outside school hours):**

If the activity takes place mainly outside school hours charges will be made to cover all costs.

### **Voluntary Contributions:**

The school has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether in school hours or not.

However it will only normally do so for activities which are considered to be beyond those necessary to deliver the main curriculum.

In reality, parents should note that if voluntary contributions are not forthcoming, the activity will normally not be able to proceed.

**Information for Nursery parents:**

This school accepts children of 3+ years only. Parents have a maximum free entitlement to 15 hours per week; at this school this will be offered as three hours per day over five days, to coincide with school term dates. Sessions start at 8.45 a.m. and finish at 11.45 a.m.

Our setting's hourly rate will be the same as that of the Local Authority. Parents will receive an invoice showing services being charged for and the hours they have received free of charge for the early education place. Payment should be made in cash or by cheque payable to the school within 14 days of receipt of the invoice; late payment will be followed up in accordance with the school's Bad Debt policy. Parents may incur a late payment fee at the discretion of the Governors. Fees will be reviewed annually and parents will be given half a term's notice of any changes. Half a term's notice in writing is required should a parent decided to withdraw their child from our setting.

**Recovery of sums payable by parents:**

The Education Reform Act makes provision for any sums payable by parents for optional extras to which they have agreed (e.g. board and lodging charges), to be recoverable by the Governors as a civil debt.

**Other Charges**

Governing Bodies are quite within their rights in asking parents to pay for the cost of:

damage to school property (e.g. broken windows, defaced / damaged / lost books or equipment), where this is a result of a pupil's improper behaviour. The Governors intend holding parents responsible for any such damage or loss.

**Remission**

If a parent's child is eligible for and claim free school meals (not UIFSM), the school will use Pupil Premium Funding to cover costs of educational visits for pupils of school age.

**Refunds**

The full contribution to an activity will be refunded by the school, if a child is absent due to illness. If it is for a residential trip, and the final balance has been paid, some of the refund may be met through our insurance. If contributions towards an activity exceed the total cost a refund will be given if the excess is over £5 per child. Excess income less than £5 per child will remain in the school revenue account.