



Let your light shine Matthew 5:16

Charging and Remissions Policy	
Record of Changes Finance Committee	
Review Date – May 2016	November 2016 – Review. 4.1 – Addition of the process of DBS Checks and references for Peripatetic Music Teachers. Approved 07.12.16
Review Date March 2018	Eligibility updated from Government Website.
Review Date May 2019	Eligibility updated from Government Website. 9.2 Paragraph changed to reflect new process parents need to follow. <i>Eligibility is now checked on the RCC Hub which is the same website used for Little Saints funding claims.</i> 9.5 Most of paragraph omitted as free school meals are claimed directly through the school and not www.freeschoolmeals.com

1 Introduction

- 1.1 This charging policy has been compiled in line with DfE requirements and in accordance with S449-462 of the Education Act 1996 and Section 7.5 of the Governors Handbook. It applies to all pupils on roll.
- 1.2 One of the most effective ways of achieving inclusion of all pupils at St Mary & St John CEVA Primary school in learning outside of the classroom is through its effective controls over the cost of opportunities offered.
- 1.3 All staff to consider opportunities for learning outside the classroom to be part of a value for money statement and to include all locally sourced venues, resources and opportunities.

2 Charges

2.1 Day Trips

- 2.1.1 No charge will be levied in respect of day trips that take place during school hours or are an essential part of the curriculum – however a voluntary contribution is likely to be requested (see 7.1 below).
- 2.1.2 Voluntary contributions will always be requested for the cost of a trip where it is not essential to the curriculum, that takes place during the school day. Parents will be advised if the trip is not considered essential to the curriculum.
- 2.1.3 Trips taking place outside the school day will be charged for at full cost.

2.2 Residential trips – Essential

- 2.2.1 For residential trips which are essential to the National Curriculum or statutory RE, a charge will be levied for board and lodging.

2.3 Residential trips - Non-essential

- 2.3.1 For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
 - a) if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
 - b) if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

3 Materials & Textbooks

- 3.1 Where a pupil or parent wishes to retain items produced as a result of creative studies, a charge may be levied for the cost of the materials used.
- 3.2 Essential textbooks are provided free of charge but in some subjects' additional revision material and books are available, for which a charge may be made.
- 3.3 Where textbooks are reusable they must be returned to school at the end of the year or when requested or a charge will be made.

4 Music Tuition

- 4.1 From September 2015, Music Tuition will no longer be organised by the school. Parents will be provided with the contact details of pre-arranged music teachers to provide tuition on the school site. These teachers will be DBS checked under the normal process of recruitment.
- 4.2 Parents will be invoiced by the music teacher direct at a pre-advised cost.

5 Activities Outside School Hours & Extended Services

- 5.1 No charge will be made for activities outside school hours that are part of the National Curriculum or religious education or that form an essential part of the syllabus for an approved examination.
- 5.2 For all other activities outside school hours, a commitment and a charge up to the cost of the term's activity will be levied. Once an activity is committed to, and the school has incurred costs, there will be no refunds.

6 Damage/Loss to Property

- 6.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.
- 6.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.

7 Voluntary Contributions & Calculating Charges

- 7.1 Where the school cannot levy charges and it is not possible to provide these additional activities within the resources ordinarily available to the school, the school is likely to request or invite parents to make a contribution towards the cost of the trip.
 - 7.1.1 Any request may not exceed the cost of providing the activity.
 - 7.1.2 The requested cost of the activity will include an entrance fee, transport, staffing, miscellaneous costs and a contingency element.
 - 7.1.3 Each parent will be invited to pay the total cost divided by the number of pupils participating.
 - 7.1.4 Parents who would qualify for support (i.e. a financial contribution for the whole cost) are those who are in receipt of eligible benefits relevant at the time of the trip.
 - 7.1.5 Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.
 - 7.1.6 However, where there are not enough voluntary contributions to make the activity possible, then it will be curtailed or in an extreme circumstance cancelled.

8 Financial Support

At St Mary and St John we want all our pupils to have the benefits of the activities and trips we offer but we realise that, for some, the costs can seem prohibitive.

8.1 Residential Trips

8.1.1 Parents who can demonstrate they are in receipt of

- *Income Support (IS);*

- *Income Based Jobseekers Allowance (IBJSA);*
- *Income-related Employment and Support Allowance*
- *Support under part VI of the Immigration and Asylum Act 1999;*
- *the guarantee element of State Pension Credit;*
- *Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit;*
- *Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190);*
- *Universal credit – In England, if you apply on or after 1st April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get). If your child is currently eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.*

will not be charged board and lodging for residential trips. However, we will invite parents to make voluntary contributions towards the cost of transport. Where this may be difficult, parents can make an appointment with the Headteacher to discuss further.

- 8.1.2 Parents not receiving the above benefits, but for whom the cost of a trip is prohibitive, are invited to discuss difficulties further with the Headteacher. Support is discretionary but will generally be available to low income families and those with particular financial difficulties. For example, where a family has limited income and where a family has twins.

8.2 Day Trips

- 8.2.1 Parents who feel unable to make a voluntary contribution for day trips are invited to make an appointment with the Headteacher who is able to negotiate a reduced contribution.

8.3 Before and After School Activities

- 8.3.1 Parents who can demonstrate they receive financial support as in 8.1.1 above will not be charged for breakfast club, providing that they can demonstrate this is required to enable their employment.
- 8.3.2 Parents who can demonstrate they receive financial support as in 8.1.1 above will not be charged for after school clubs when provided directly by the school.
- 8.3.3 Parents booking children into the after school club, operated by KIA, will be charged according to their charging policy at the time.

8.4 Alternative Sources of Funding

8.4.1 Grant Funding

Parents may be eligible to apply direct for grant funding to support educational requirements from the following:

- North Luffenham Village Trust (Residents only)
- Barrowden Village Trust (Residents only)
- Spire Homes (Residents only)

8.4.2 Additional School Support

- Children entitled to SCP (Service Children Premium), LAP (Looked After Premium) and DPP (Deprivation Pupil Premium) will receive appropriate support through the amounts received from the Local Authority.

8.4.3 Voucher Payments

The school is classed as an 'Approved Childcare' provision by the Department of Education for the purpose of the use of Childcare Vouchers.

The school is registered with several childcare voucher providers and can register with any scheme requested by a parent.

Vouchers can be used against the cost of childcare on site as follows:

- Breakfast Club;
- After school activities organised by the school;
- Little Saints.

Vouchers cannot be used against:

- The cost of school meals;
- The cost of residential or non-residential trips during curriculum time.

9 School Meals

9.1 Your child might be able to get free school meals (FSM) if you get any of the following:

- *Income Support (IS);*
- *Income Based Jobseekers Allowance (IBJSA);*
- *Income-related Employment and Support Allowance*
- *Support under part VI of the Immigration and Asylum Act 1999;*
- *the guarantee element of State Pension Credit;*
- *Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;*
- *Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit;*
- *Universal Credit – In England, if you apply on or after 1st April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get). If your child is currently eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.*

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

A child might also get free school meals if you get any of these benefits and your child is both:

- Younger than the compulsory age for starting school
- In full-time education

9.2 Parents are required to complete the 'Free School Meal Eligibility form to enable the school to check their eligibility. This form can be used to periodically check eligibility if the parents circumstances have changed. Positive outcomes are recorded on the Schools Information Managements system (SIMs).

9.3 School funds will not provide any help towards the cost of school meals (other than those eligible for Universal Infant Free School Meals – see 9.5) and meals must be paid for in advance either weekly or termly.

9.4 No child will be provided with a meal unless payment is received or parental permission sought in advance.

9.5 With effect from 2013/14 all children in Key Stage 1 will receive a free school meal.

10 School Milk

10.1 From September 2015 the school will only offer school milk to Foundation Stage and Little Saints children through the Cool Milk scheme. The Cool Milk Scheme automatically reclaims the cost of milk for under 4's.

11 Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges determined annually by the Finance Committee, are as stated below:

	Charge
Hall	£10 per hour – minimum 2 hours
Field	£25.00 per hour

Bookings are made through the school office and confirmed upon receipt of full payment.

Please refer to the school's Letting Policy for further terms and conditions.

APPENDIX A

To be included with parents' letter – Residential Trips

Financial Support

At St Mary and St John we want all our pupils to have the benefits of the activities and trips we offer but we realise that, for some, the costs can seem prohibitive.

Residential Trips

Parents who can demonstrate they are in receipt of

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- *Support under part VI of the Immigration and Asylum Act 1999;*
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will not be charged board and lodging for residential trips, however, we will invite parents to make voluntary contributions towards the cost of transport. Where this may be difficult and in any case where support is required, parents are invited to make an appointment with the Headteacher to discuss further.

Parents not receiving the above benefits but for whom the cost of a trip is prohibitive, are invited to discuss difficulties further with the Headteacher as some subsidy may be available from alternative sources. Support is discretionary but will generally be available to low income families

and those with particular financial difficulties. For example, where a family is on low income and where a family has twins.

Day Trips

Parents who feel unable to make a voluntary contribution are invited to make an appointment with the Headteacher who is able to negotiate a reduced contribution.

Alternative Sources of Funding

Parents may be eligible to apply for grant funding to support educational requirements from the following:

- North Luffenham Village Trust (Residents only)
- Barrowden Village Trust (Residents only)
- Spire Homes (Residents only)

In addition, and where appropriate the Pupil Premium, Forces Funding and Sports Funding provided to the school from central Government, may be available to support additional activities.

A pupil will not be prevented from taking part in the activity because the parents cannot or will not contribute, but the activity may not take place unless sufficient voluntary contributions are received to cover the cost.