



COLESHILL *C of E*
PRIMARY SCHOOL
AND **NURSERY**

CHARGING AND REMISSIONS POLICY

Policy developed by: Becky Holt / Matthew Edwards
Committee: Full Governing Board
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Chair of committee signature: Carl Hindle
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Reviews:

Date of Review	Chair of Governors
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The School Vision:

Our school's purpose is built upon the fundamental principle that **every child matters to God** and has the right to be treated with dignity, learn about their innate worth and understand their unique value and place in God's world. We provide positive opportunities for all children to experience a community living out Christian values and making choices which lead to **hope, aspiration and fulfilment**.

We believe our school should be **a place where we all want to be**; a place where children feel safe and secure, where God's love is reflected in our care for every individual. We nurture our community, ensuring **children flourish** physically, mentally, emotionally and spiritually thereby achieving their potential. As a church school we find inspiration in the life and teachings of Jesus Christ, celebrating the diversity around and amongst us and applying our understanding of tolerance and respect.

Our curriculum is about **bringing engagement, fun and enthusiasm to learning**. We aspire to provide outstanding educational experiences which will inspire children to develop into lifelong independent learners. **Our high expectations develop character** and pride in our identity as Coleshill Church of England Primary School preparing every child for their future.

The School Vision seen through this policy:

At Coleshill C of E Primary School, we recognise the value of providing a wide range of experiences (including trips, clubs and residential activities) to enrich and extend pupils' learning and to contribute to their personal development. The Headteacher and Governing Board aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost. Financial constraints often prevent the school from meeting any or all of these costs from the school budget, and they therefore cannot be provided unless voluntary contributions are received or parents/carers are charged for the cost.

We are committed to nurturing our children and supporting our families. This policy demonstrates our transparency around charges, setting out the circumstances in which charges will be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Aims

- To make school activities accessible to all pupils regardless of family income.
- To encourage and promote external activities which give added value to the curriculum.
- To provide a process which allows activities to take place at a minimum cost to parents/carers, pupils and the school.
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

The school aims to make appropriate charges and remissions in line with the Department for Education's document "Charging for school activities" (May 2018), as well as the Governing Board's responsibilities under the BDMAT Scheme of Delegation.

Charges

The school *may* charge for:

- Books and materials that the parent/carer wishes the child to keep.
- Optional extras.
- Music tuition.
- The cost of repair or replacement of school property as a result of damage caused wilfully or recklessly by a pupil or parent/carer.

The school *may* ask parents/carers for voluntary contributions towards:

- The cost of any activity which takes place during school hours.
- School equipment.
- School funds generally.

The Governing Board reserves the right to make a charge/ask for a voluntary contribution in the following circumstances:

Voluntary contributions

The school may ask for voluntary contributions to the school for general funds and/or to fund resources that will enrich our pupils' education. This may be done on an individual class basis or as a whole school.

There is no obligation for a parent/carer to make any contribution, and the school will in no way pressure parents/carers to make a contribution.

In-school activities provided by external agencies

From time to time services and activities are offered to the school by third parties, e.g. The Life Education Caravan. Where these services and activities are not provided free of charge to the school, parents/carers will be invited to make voluntary contributions to meet costs.

Out of hours optional extra activities

Charges will be made for participation in any optional extra activity. These activities include anything outside of school time that is not part of the national curriculum or religious education, as well as extended day services such as before and after school wraparound care (Kids' Club) or other after school clubs.

Participation will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite. Non-payment will result in the immediate cessation of provision for that child.

The school reserves the right to remove a pupil's option to take part in out of hours optional extra activities if there are outstanding debts owed to the school.

Kids' Club sessions will not be available if there are outstanding debts owed to the school.

Visits/activities - during school time

If the activity is to do with the national curriculum or religious education, no charge may be made for either the education or for the cost of travel for any pupil, though a voluntary contribution can be requested.

For visits occurring during the school day, we will normally invite a voluntary contribution from parents/carers to meet costs.

Parents/carers will be advised at the planning stage if a particular activity cannot take place without voluntary contributions. If insufficient voluntary contributions are received to cover the cost of the visit or activity, and there is no alternative funding to make up the shortfall, then the activity will be cancelled. Parents who have made a contribution will be refunded.

However, once it has been decided to run such an activity, no child will be excluded from the activity on the grounds that their parents/carers are unable, or unwilling, to contribute.

Parents/carers will only be asked to contribute to the 'per child' cost of their child's participation in the activity (i.e. the total cost divided by the total number of pupils). There will be no element of subsidy for any shortfall that may occur.

Pupils in receipt of Pupil Premium are exempt from a request for voluntary contribution.

Visits/activities - outside school time

For visits outside school time, parents/carers will be charged for all allowable costs.

The school reserves the right to remove a pupil's option to go on a visit/activity outside school time if there are outstanding debts owed to the school.

Musical tuition

Any musical tuition requested by parents/carers and delivered by specialist tutors in individual or small group tuition is charged for, and a charge may also be made for the hire of the musical instruments used. Further details of the costs are available from the school office. Payment should be made upon booking at the start of term. If no payment is made, no tuition will be given. If payments cease during the provision, so will the tuition.

We are dedicated to ensuring equal opportunities for all pupils, including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils in receipt of Pupil Premium.

No charge will be made in respect of music tuition for any pupil who is Looked After.

The school reserves the right to remove a pupil's option to take part in musical tuition if there are outstanding debts owed to the school.

Residential visits

Where a school activity requires pupils to spend nights away from home, but takes place during school time, the school is allowed to make charge for board and lodging.

Parents/carers will be charged for the full cost of board and lodging. Pupils in receipt of Pupil Premium are exempt from paying this cost.

The school reserves the right to remove a pupil's option to go on a residential visit if there are outstanding debts owed to the school.

Swimming

Children in going swimming are asked to pay to cover transport costs. Pupils in receipt of Pupil Premium are exempt from paying this cost.

Nursery

Charges will be made for nursery sessions above and beyond any free entitlement. The government funding covers the cost of delivering the free 15 or 30 hours sessions, it is not intended to cover the cost of meals, consumables, additional hours or additional services.

For current nursery fees, please see the school website.

The school reserves the right to not offer nursery sessions beyond any free entitlement if there are outstanding debts owed to the school.

School meals

Charges for school meals will be made for all children not entitled to free school meals or universal infant free school meals (in Reception, Year 1 and Year 2). Please see the school meals payment policy.

The school reserves the right to not offer paid for school meals if there are outstanding debts owed to the school.

Support for parents/carers who may have difficulty making a financial contribution

Schools must ensure that they inform parents/carers on low incomes and in receipt of the benefits listed below of the support available to them when being asked for contributions towards the cost of school visits.

The eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits and consideration to the remission of charges are aligned with free school meals (Pupil Premium) eligibility criteria. Parents/carers who receive any of the following

support payments should apply for free school meals (Pupil Premium) at www.warwickshire.gov.uk/education-learning/apply-free-school-meals:

- Income support
- Income-based Jobseeker's Allowance (JSA)
- Income-related employment and support allowance (ESA)
- Guarantee element of state pension credit
- Universal Credit (with an annual income of less than £7,400)
- Both income-based and contribution-based JSA/ESA if you receive the same amount for both. You should also qualify if you receive both but the income-based amount is greater, but not if the contribution-based amount is greater.
- Families who are awarded Child Tax Credit and have an annual income, as assessed by HMRC, not in excess of £16,190 are also eligible to claim free school meals providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on').

Remissions

The school will give consideration to the remission (cancellation or reduction) of charges to parents/carers under certain circumstances as outlined above.

Furthermore, parents/carers who are in financial difficulties are invited to discuss their circumstances with the Headteacher. All such discussions will be treated with confidence and considered on a case by case basis. The Headteacher and Chair of Governors will authorise any remission of charges.

The costs of remission must be borne by the school budget or fundraising from an alternative source.

Monitoring

The Governing Board will review the effectiveness of this policy through staff voice and SLT feedback.

Records will be maintained as part of Pupil Premium monitoring to demonstrate where and how we have used this funding to secure better outcomes from Pupil Premium children.

Policy management

This policy will be reviewed annually by the Governing Board.

Related policies:

- School meals payment policy
- Bad Debt policy
- BDMAT Scheme of Delegation
- Nursery fees policy

Procedures

Note to include on all activity/visit letters:

- *Pupils in receipt of Pupil Premium are exempt from a request for voluntary contribution. To check your eligibility and apply online, visit www.warwickshire.gov.uk/education-learning/apply-free-school-meals.*
- *Parents/carers who are in financial difficulties are invited to discuss their circumstances in confidence with the Headteacher.*
- *Whilst there is no obligation to make any financial contribution, the [activity/visit] will not be able to go ahead without voluntary contributions. The [activity/visit] will be cancelled and any payments made will be refunded should this happen.*
- *No child will be excluded from the [activity/visit] because parents/carers are unwilling or unable to pay.*