

# Whipton Barton Federation

Ted Wragg Trust Schools



## Charging and Remissions Policy

<b>Policy Status:</b>	Active
<b>Policy Ratified on:</b>	23 <sup>rd</sup> January 2018
<b>Ratified by:</b>	Resources Committee
<b>Signature of Chair:</b>	
<b>Review Due:</b>	Spring 2019

# WHIPTON BARTON FEDERATION

## Charging and Remissions Policy

### **Introduction:**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance and complements the school's policies.

### **Definition:**

The school day is defined as: 0900-1215 & 1315-1515.

The midday break does not form part of the school day.

### **Responsibilities:**

The Executive Headteacher will ensure that staff are familiar with and correctly apply the policy.

The governors will review the policy annually.

### **Policy statement:**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil/s, we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs (eg. field trips; cooking)

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities.)

Parents may be asked to pay for damage to school property or equipment where this is the result of pupil misbehaviour and for loss of school property e.g. reading books; library books.

The Governing Body may from time to time amend the categories of activities for which charges may be made.

### **Optional activities outside the school day:**

We will charge for optional, extra activities provided outside of the school day, eg football club, theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

**Education partly during the school day:**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

**Calculating Charges:**

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. The Pupil Premium Grant will be used to subsidise or pay for children who are in receipt of free school meals for high quality extra-curricular learning experiences. For residential trips, those parents whose children are in receipt of free school meals or are Pupil Premium children, are entitled to free accommodation and food costs.

The principle of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

**Music Tuition:**

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

**Nursery Fees**

If there are nursery places available after all fifteen or thirty hour funded sessions, where appropriate, have been allocated, the school will offer them to families as extra paid sessions. A minimum of three hour sessions will be available to purchase and this will be offered on an ongoing basis, but are reviewed termly, subject to availability.

Late payment fees of £10 per month will be charged to the parents account if a monthly invoice is not paid by the specified date.

**Schools Out**

With effect from April 2018, a late payment fee of £10 per month will be added to the parents account if a monthly invoice is not paid by the specified date.

**DCC Debt Recovery**

All admin procedures will be followed with regard to chasing debt for Nursery Fees, Schools Out and School lunches. Payment plans will be offered to the parent to help them clear the debt but this will offered at the discretion of the Business Manager & Executive Headteacher. Should the debt remain and be higher than £80 then the debt will be referred to DCC's Debt Recovery department.

**Eligible benefits:**

- Income Support
- Income-based Jobseeker's Allowance
- Support under part V1 of the Immigration and Asylum Act 1999

- Child Tax Credit (providing they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed the amount specified by the Inland Revenue).