



## CHARGING AND REMISSIONS POLICY

Governing Body with Responsibility	Resources Committee
Staff Member Responsible for Review	Head Teacher & Bursar
Headteacher's Signature	
Chair's Signature	
<b>Date for Review:</b>	<b>January 2022</b>
Previous reviews	Jan, 21 May 2018, May 2016

The Governing Body of St. Johns Walham Green CE Primary School have formally adopted this Policy.

ST. JOHN'S WALHAM GREEN CE PRIMARY SCHOOL

Filmer Road, Fulham, London, SW6 6AS

Telephone: 020 7731 5454

Headteacher - Ms Barbara Wightwick

Chair of Governors – Ms Nicky Scott Knight

## PURPOSE

The Governing Body of St. John's Walham Green CE Primary School is required to maintain a Policy for charging for school activities and visits.

We believe that all our pupils should have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

## WHAT WAS CONSULTED?

This policy sets out our school approach to charging and remissions, and is informed by the Department of Education guidelines 2018:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

## RELATIONSHIP TO OTHER SCHOOL POLICIES

The policy complements other policies such as equal opportunities policy and off-site visits policy.

## ARRANGEMENTS FOR MONITORING AND EVALUATION

The Resource Committee of the governing body will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

	<b>Subject</b>	<b>Information</b>
1	Admissions	No charge will be made for admission of pupils to study at St John's School.
2	School meals	No charge will be made for pupils who are entitled to free school meals
		The school will charge all pupils not entitled to free school meals an amount determined by the contractor, currently Autograph Ltd
3	Public Examinations	No charge to be made for the cost of SATS tests.
4	Activities for pupils that take place during school hours (Appendix 1)	No charge will be made for activities provided during school hours, (with the exception of music tuition – see Section 8). Although voluntary contributions may be sought. (See section 11)
		No charge will be made for transport during school hours eg. to swimming, although voluntary contributions may be sought. (See section 11)
		From time to time the school invites non-school based organisations such as theatre groups or musicians to arrange an activity during the school day. There is often a cost associated with these visits. In such cases parents will be asked for voluntary contributions towards the cost of the visiting group. The school will make it clear beforehand that if insufficient funds are raised the visit may not go ahead.

5	Activities for pupils that take place outside school hours (non-residential)	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ol style="list-style-type: none"> <li>a) a necessary part of the curriculum</li> <li>b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school</li> <li>c) part of the school's basic curriculum for religious education</li> </ol> <p><u>Optional extras</u></p> <p>Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.</p> <p>Optional extras are:</p> <ul style="list-style-type: none"> <li>• Education provided outside of school time that is not: <ol style="list-style-type: none"> <li>a) part of the national curriculum;</li> <li>b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or</li> <li>c) part of religious education.</li> </ol> </li> <li>• Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;</li> <li>• Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);</li> <li>• Board and lodging for a pupil on a residential visit;</li> <li>• Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).</li> </ul> <p>In calculating the cost of optional extras an amount may be included in relation to:</p> <ul style="list-style-type: none"> <li>• Any materials, books, instruments, or equipment provided in connection with the optional extra;</li> <li>• The cost of buildings and accommodation;</li> <li>• Non-teaching staff;</li> <li>• Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and</li> <li>• The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.</li> </ul> <p>Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.</p> <p>Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.</p>

6	Activities that take place <b>partly</b> during school hours either on or off site (non-residential).	<p>6.1 Where the majority<sup>1</sup> of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.</p> <p>6.2 If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 5.</p>
7	Residential Visits	<p>Residential visits follow the same guidelines when determining whether they are fully within or outside school hours. (See footnote 3)</p> <p><u>Board and lodging</u> The school will charge pupils an amount up to and including the full cost of board and lodging on residential visits whether it is classified as taking place within or outside school hours.</p> <p><u>Travel</u> <b>Residential classified as being within school hours:</b> no charge will be made. A voluntary contribution may be sought. <b>Residential classified as being outside school hours:</b> a charge will be made for travel to cover the unit cost per pupil.</p> <p><u>Activities on residential</u> <b>Residential classified as being within school hours:</b> no charge <b>Residential classified as being outside school hours:</b> a charge will be made (see section 5).</p>
8	Music tuition within school hours	<p>The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.</p> <p>A charge will be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.</p> <p>Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.</p> <p>Charging may not be made if the teaching is either an essential part of the national curriculum, .</p> <p>No charge may be made in respect of a pupil who is looked after by a local authority. (Including instrument hire, music books etc.)</p>
9	Extended School Hours	A charge will be made for St. John's Golden Eagle Care. This fee is reviewed annually by the Headteacher, Bursar and the Resource Committee.
10	Damage to property and breakages	We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. (Including premises, furniture, equipment, books or materials.) This will be determined by the Headteacher.

		<p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.</p> <p>Bursar and Site Manager to maintain a record of damage to property and payments made.</p>
11	Voluntary contributions	<p>We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging, for example; trips to museums, galleries, sports events, outdoor adventure activities and musical events.</p> <p>Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.</p>
12	Governors annual Maintenance Fund	<p>As a voluntary aided school, we inform all families on joining the school that there is a request for Maintenance fund for each pupil on an annual basis. Currently the sum is £50. The income received into this fund is paid against the invoices received from the London Diocese of Board of Schools for the upkeep of the building and to pay for their services.</p>
13	Remissions and concessions	<p>At the discretion of the Governing Body, parents may request a remission of charges for residential trips, music tuition or payment of maintenance.</p> <p>Parents who would qualify for support are those in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit or experiencing an unexpected hardship. Parents and carers who receive State benefits as defined above or who are suffering financial hardship may contact the Governing Body (via Mrs E. Skinmore, Clerk to the Governing Body,) in writing to inform them in complete confidence if there financial hardship. The circumstances in which concessions are applied will be reviewed regularly.</p>
14	Hire of school Premises	<p>Please see 'Use of School Premises Hire Policy' for full details on charging of the school building.</p> <p>The formula of charges for hiring school premises are made up of the following elements:</p> <p><b>Premises</b> –Wear and tear on the building and equipment, and the cost of any additional clean up or clearing away not undertaken by the site supervisor.</p> <p><b>Heating and Lighting</b> –The cost of heating and lighting the rooms used.</p> <p><b>Site Management</b> – The cost of site care during the hire period.</p> <p><b>Administration charge</b> –Administrative staff time and cost involved in booking hiring's, collecting income, and dealing with any queries.</p>
15	Nursery Fees	<p>All 26 places nursery places are full time and entitled to 15 free hours of Early Years' education per week for 38 weeks per year. (Funded by the Government via the Local Authority.)</p> <p>Parents/Carers will need to provide funding for the additional 15 hours which are over and above the centrally-funded 15 hours, via either:</p> <p><b>Option A</b> - A family is eligible for 30 hours' free nursery education if they meet the government criteria.</p>

or

**Option B** - If a family is not eligible for the full 30 hours' free childcare, parents /carers will be charged a termly fee of **£1,140** to pay for the additional, unfunded 15 hours per week. Equivalent to £90 per week.

See [Nursery Admissions and Charging Policy](#) for terms and conditions regarding nursery fees.