



## **CHARGING AND REMISSIONS POLICY**

Governing Body with Responsibility	Resources Committee
Proposed by Headteacher on	15 <sup>th</sup> April 2016
Headteacher's Signature	
Agreed by Governors on	15 <sup>th</sup> May 2016
Chair's Signature	
Staff Member Responsible for Review	Head Teacher & Bursar
<b>Date for Review:</b>	<b>15<sup>th</sup> May 2018</b>

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 - Mrs Evie Hambi

## **1. STATUS**

Statutory.

## **2. 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.

## **3. WHAT WAS CONSULTED?**

This policy sets out our school approach to charging and remissions, and is informed by the Department of Children, Schools and Families guidelines issued in January 2009.

## **4. RELATIONSHIP TO OTHER SCHOOL POLICIES**

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

## **5. 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 Eden Food Services.
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)	No charge will be made for an activity that takes place outside school hours when it is: a) a necessary part of the curriculum b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school c) part of the school's basic curriculum for religious education
		<p><u>Optional extras</u> The school may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge will be set annually on the recommendation of the Headteacher and the Resource Committee.</p> <p>Where a charge is made, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p> <p>Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> <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</li> <li>○ non-teaching staff</li> <li>○ any materials, books, instruments or equipment provided in connection with the optional extra</li> <li>○ transport to an activity outside school hours</li> </ul>
6	Activities that take place <b>partly</b> during school	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.

<sup>1</sup> Regulations require that the school day is divided into 2 sessions. A half day means any period of 12hours ending with noon or midnight on any day. All activities are classified as being within school hours if the number ½ day school sessions missed by the pupils is 50% or lower than the number of half days spent on the trip. Refer to appendix 2 for examples.

	hours either on or off site (non-residential).	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.
7	Residential Visits	Residential visits follow the same guidelines when determining whether they are fully within or outside school hours. (See footnote 3)
		<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.
		<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.
		<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).
8	Music tuition within school hours	No charge will be made if the music tuition is an essential part of the national curriculum.
		No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).
		A charge will be made for individual or small group instrumental and vocal tuition. This fee is determined by the provided in consultation with the Head teacher and Resource Committee.
		Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for pupils on free school meals as defined in section 11 of guidance as well as in certain other circumstances (eg for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.
9	Extended School Hours	A charge will be made for St. John's breakfast club. This fee is reviewed annually by the Headteacher, Bursar and the Resource Committee.
		A charge will be made for afterschool and holiday childcare. The fee is set by the provider, currently Activa.
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. This will be determined by the Headteacher <sup>2</sup> .
		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.

<sup>2</sup> Refer to appendix 3, table of costs due to wilful or accidental damage.

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. 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 in the region of £40. The total amount received into this fund is given to 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. 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>

## **CHARGING AND REMISSIONS POLICY - Appendices**

### **Appendix 1 - The School Day**

The school day is defined as:

Eaglets – Nursery: 8.55- 12:15pm and 1:15pm-3:25pm  
Eaglets – Reception: 8.55- 12:00pm and 1:00pm-3:30pm  
KS1 8.55- 12:00pm and 1:00pm-3:30pm  
KS2 8.55- 12:30pm and 1:30pm-3:30pm

'School hours' are those when school is actually in session and do not include the break in the middle of the school day.

### **Appendix 2 – Calculating whether school visits are during school hours**

#### **Example 1: Visit during school hours**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

#### **Example 2: Visit outside school hours**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

### **Appendix 3 – Guidelines for recovery of costs due to damage**

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 will be the full cost of replacement or repair.

Bursar and Site Manager to maintain a record of damage to property and payments made.