



St. Jérôme Church of England
Bilingual Primary School

**Charging & Remissions
Policy**

June 2020

Executive Headteacher.....
(Reverend D. R. Norris)

Chair of the Governing Body.....
(Ian Fernandes)

Date:-

Next review date:.....

Policy for Charging for School Activities

~ and ~

Policy for the Remission of Charges for School Activities

1. Introduction

The Board of Directors is required to maintain a Policy for charging for School activities.

It is the Directors' intention that this Policy shall not inhibit the current educational activities of the pupils. Furthermore, the Directors intend that no pupil will be disadvantaged by the operation of the Policy such as to not have the same opportunity as any other pupil to take part in such activities.

The Directors have therefore determined that the School may make charges and seek voluntary contributions from parents for school activities on the basis of the information set out in the main part of this document.

Any extended school services are specifically excluded from this policy.

2. School Hours

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

The duration of the morning and afternoon sessions is as follows*:

| | | |
|-------------------|---------------|---------------|
| Infants | 08.50 – 12.00 | 13.00 – 15.15 |
| Juniors From 2019 | 08.50 – 12.20 | 13.20 – 15.25 |

- *Adapted for Covid-19 to 8.30am – 8.55am soft start and staggered leave times from 3pm

3. Free Education

No charges will be made for education provided wholly or mainly outside School hours for registered pupils where the education is provided as a required part of:

- (a) The National Curriculum
- (b) A syllabus in Religious Education
- (c) The education we provide during normal School hours is at no charge to pupils. We do not charge for activities undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

4. Optional Extras ~ Out of school hours including lunchtimes

It is the Policy of the Governing Body of St. Jérôme Church of England Bilingual School to provide optional extras for pupils.

Examples of optional extras are: sports / dance / activity clubs, language tuition, school trips and miscellaneous before and after school activities.

Parents will be notified in advance of the charge levied for these activities where appropriate.

Charges will be made as appropriate, to cover items such as:

- a. Pupils' travel costs
- b. Accommodation

- c. Materials, books, instruments and other items of equipment
- d. Costs of engaging staff specifically for the purpose of providing the activity
- e. Costs of engaging staff specifically to provide cover for those members of staff involved in the activity
- f. Entrance fees
- g. Insurance costs
- h. Consumables such as first aid supplies on a school trip

5. Optional Extras Within the school day ~ Voluntary contributions

- 5.1.1 When organising school trips or visits, the school invites parents and carers by letter to contribute to the cost. The letter will inform parents that all contributions are voluntary and parents are under no obligation to contribute. However, if we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

Contributions of this nature for special events will reduce the costs to the school, thereby allowing more funds to be available for wider use throughout the school.

- 5.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school will provide this information on request.

- 5.3 The following is a list of potential activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- ❖ visits to museums;
- ❖ sporting activities which require transport expenses;
- ❖ outdoor adventure activities;
- ❖ visits to or by a theatre company;
- ❖ residential school trips abroad or in the UK;
- ❖ musical events.

6. Residential visits

- 6.1 If the School organises a residential visit in school time, or mainly in school time, we will write to parents to gauge interest in participation. Subject to adequate numbers, the whole trip will be costed and divided by the number of children who pledge to attend.

We will make charges for:

- ❖ Travel expenses
- ❖ Accommodation
- ❖ Excursions (to include travel entry fees, guides / rangers as appropriate)
- ❖ Pocket money
- ❖ Consumables for use on the proposed trip

If sufficient funding cannot be raised through these voluntary contributions, the visit is likely to be cancelled and that aspect of the curriculum would be covered in other ways.

Parents and carers who receive State benefits as defined in Section 12 or who are suffering financial hardship may apply to the Governing Body in writing for consideration for financial assistance in complete confidence.

The DfE Guidance stipulates that:~

The remissions policy of the Board of Governors must provide for the complete remission of any charges otherwise payable for the board and lodging of a pupil on a school residential trip, where:

- *the education on the trip must be free of charge*
- *the parents of the pupil are in receipt of income support or family credit in respect of the period wholly or partly comprised in the time spent on the trip*

Both conditions must be met to qualify for remission of these charges. The Board of Governors may if it wishes, operate a more generous remissions policy.

7. Passports and Letters

From time to time the School may receive requests from parents to provide supporting documentation. There is an implication upon staff time and therefore the following will apply.

Passports

We regret that **without exception**, we are not able countersign passports as this necessitates staff providing personal information.

Attendance Letters / Visas

The school will provide letters confirming pupil attendance at St. Jerome Church of England Bilingual School but requests a minimum of 72-hours' notice please.

References for Application to an Independent School

The school may receive requests to support student applications in some cases, applying to many schools; usually for mid-phase or secondary transfer to independent schools. The format from the Independent Sector requires handwritten pupil evaluations. The school will provide **one reference free of charge** and thereafter, charge £25 per letter / reference. The cost helps to reflect the amount of time and care that members of staff put into preparation of such documents.

Letters to support a legal process

A charge of £25 per letter will be imposed.

Safeguarding

There will be no charge for routine letters concerning Safeguarding.

Pupil Premium

There will be no charge for any documents supporting children / families eligible for Pupil Premium but references for independent schools will remain restricted to one per child.

Income received from parents in respect of documentation provided will be paid into the school's delegated budget.

8. Music tuition

8.1 Music tuition is provided as part of the School Curriculum.

8.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity and not part of the National Curriculum. Peripatetic music teachers teach these individual or small-group lessons. The Music Service makes a charge for these lessons, but parents and carers in receipt of state benefits may be entitled to assistance. It is the parent's responsibility to apply for such arrangement via the school office. We give parents and carers information about additional music tuition at the start of each academic year where appropriate.

9. Swimming

9.1 The School may organise swimming lessons for children in Key Stage 2, on a planned programme. These will take place in school time and are part of the National Curriculum. We make no charge for this activity. In the event that facilities are not available in walking distance of the school, we would ask for a voluntary contribution from parents and carers to cover the cost of transport. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

10. Charging in Kind

For certain practical activities, such as Cooking and Design Technology, parents may be asked whether or not they wish to keep the finished article.

The school will ask parents to supply certain ingredients and / or materials *or* charge parents for the cost of the ingredients and / or materials provided by the School.

11. Damage to School Property and Equipment

If a pupil's behaviour results in damage or loss of school property or equipment, the Board of Directors may ask the parents to pay for the cost of replacement or repair. Parents would be informed by letter whether such charges would be made.

12. School Lunches

Pupils are entitled to Free School Meals where parents / carers are in receipt of Universal Credit. Applicants will be asked to provide their date of birth and National Insurance number to enable checks to be completed. If successful, the pupil will be entitled to free school meals and other benefits throughout their primary education.

Currently, all pupils in Reception Class, Year One and Year Two are entitled to receive free school meals under the Government's initiative "Universal Infant Free School Meals." This is a separate scheme from Free School Meals mentioned above and is not dependant on Universal Credits.

Children in Key Stage 2 (Year 3 and above) are able to order a meal from the school kitchen which is chargeable. The charge is reviewed annually.

13. Remission of Charges

At the discretion of the Board of Directors, as described in Section 6, charges for board and lodging in connection with a school journey will be paid remitted in full by the school for pupils whose parents / carers are in receipt of Universal Credit (subject to the checks mentioned in section 12)

The Board of Directors will, at its discretion, remit in part, or in full, charges which are for 'Optional Extras', or retention by the pupils of finished products (cooking / craftwork etc.) if such charges would prevent a child taking part in an 'optional activity' or would cause hardship to individual families.

14. Cashless Payments

The school operates a 'cashless payment' policy utilising the services of an e-pay provider, Parentpay. Parents will be provided with login details upon enrolment of their child and if needed the school will offer support to utilise the payment system.

18. Monitoring and Review

This Policy is monitored by the Board of Directors, and will be reviewed every year.