St Mary's Roman Catholic Primary School

Wisdom & Faith

Ofsted Outstanding Provider

Policy for Charging and Remission of Charges for School Activities

Adopted and signed for on behalf of governing body: (Name)	
Date	30th Nov. 2022
Policy to be reviewed on	November 2023

Policy for Charging and Remission of Charges for School Activities

The Education Reform Act 1989 Section 106-111 and 117-118 sets out the law on charging in LEA and grant maintained schools.

It is the Governing Body's policy to charge parents for these areas of activity

1. Education Visits held mainly (50% or more) in school time
2. Residential School Journeys
3. Materials and Ingredients for practical subjects
4. Breakages, Loss and Damage
5. Musical instruments and Tuition
6. Other charges

Voluntary Contributions

Schools are permitted to seek voluntary contributions to assist in the financing of any school activity. DES circular 2/879 emphasises that such contributions must be genuinely voluntary and parents should be made aware:

(a) that there is no obligation to contribute

(b) that pupils will not be treated differently whether or not parents have made a contribution

Where an activity cannot proceed without the benefit of voluntary contributions this must be made clear to parents at the outset. Parents will then be aware that the activity may not take place without their financial support. See 9 Voluntary contributions.

1. Educational Visits

Voluntary contributions are requested from parents to help cover the cost of travel and entrance fees on educational visits. No child is prevented from attending an educational visit if his or her parents are unable to make a contribution

When planning an educational visit, an accurate costing is sought. Parents are informed of the cost. Where the educational visit cannot proceed without the benefit of voluntary contributions this is made clear in the initial letter to parents when voluntary contributions will be requested.

All money received is accurately accounted for so that cash may be returned in the event of a cancellation. Parents will be required to sign a receipt for any money refunded.

2. Residential School Journeys

It is the Governing Body's policy to charge parents for board and lodging fees on residential school journeys. Residential school journeys are organised as far as possible to ensure that the cost of board and lodging falls within the amount covered by any grant made to families who are in receipt of Income Supplement. See 7 Remissions.

Parents who are not eligible for this grant must pay for Board and Lodging.

School Journeys are only arranged if the full cost of transport and additional activities, entrance fees, etc. can be met:

- by voluntary contributions
- by fund raising activities
- from school fund

Parents are informed, prior to booking, which of the above will apply and that the journey will not proceed if the finance is not available.

Activities taking place entirely and substantially outside of school hours are charged for in full. This includes the Year 6 PGL School Journey (residential long weekend).

All initial deposits for a School journey will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a School residential trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and/or whether the place on the trip can be offered to another pupil.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a School residential trip is postponed due to unforeseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess if greater than £1 per pupil.
The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the school Complaints Procedures.

3. Contributions from Parents

Parents may be asked to contribute to the cost of some items for practical subjects. The school may also charge for the cost of specific ingredients or resources used. In these cases, pupils may take the finished article home at the end of the session.

Parents will be asked to contribute towards the cost of non-educational events – parties and discos etc.

4. Breakages, Loss and Damage

When items of school property are lost or damaged, parents will be asked to contribute to the cost of replacement.

5. **Musical Instruments and Tuition**

A contribution is requested for the hire of musical instruments. A charge is also made towards the cost of individual or group instrumental music lessons.

There may be exceptional occasions where the school may be able to support a child with their music lessons. This will be assessed on a case by case basis following a discussion with the music department.

Other Charges

6.1. School Lunch

Lunch money is chargeable on a daily basis for children in Year 3 to Year 6. Children in Reception and Years 1 and 2 have their dinners paid for by the Department for Education. Dinner charges are published at the start of the year and should be paid for via the Parent Pay service.

6.2.Breakfast club

6.2.1

Breakfast club is offered to pupils at St Mary's RC Primary School during term time only. The food provided for breakfast is free but a contribution is charged. This contribution is to cover the hour's supervision from Breakfast Club staff. Without contributions from parents, Breakfast Club will not be sustainable. The charges are as follows

- £5.00 per child per session
- £4.50 per child per session for siblings if they attend regularly
- £5.50 for children or siblings who attend on a part time basis (e.g. Particular days limited to 2 or 3 during the week but not for the whole week or ad hoc arrangements)

6.2.2

Children eligible for *Free School Meals* can access Breakfast Club without paying the contribution until further notice. If at any point your child is no longer entitled to free school meals you will need to contribute to the Breakfast club.

6.2.3.

All payments should be made in advance. Non-payment will deem a child not eligible to attend.

6.2.4.
Cancellation of the service. If you no longer require a place for your child/children you must give half a terms notice in writing to office@st-marys.lambeth.sch.uk Once the school receives notification of cancellation of your child/children's place you will receive a response detailing the date of your child/children's last day of attendance.

6.3. Late charge
This charge was introduce September 2021 for the late collection of pupils at St Mary's. The charge for collecting pupils late is put towards supporting our pupils with additional resources. Charges are as follows:

- For the first 15 minutes exceeding the collection time of 15:30 is charged at a cost of £5.00 and £5.00 additionally for every 5 minutes thereafter.
- Parents are issued with an email attaching an invoice detailing what child it is in relation to, the date of the late collection and the minute's late information.
- Parents are given 28 days to pay the invoice, if payments are not received within the 28 days this is followed up with a text/email or telephone call.

7. Remissions
Where a parent can provide evidence that they are in receipt of the following qualifying state benefit(s):
• Income-related Employment and Support Allowance
• Support under part VI of the Immigration and Asylum Act 1999
• The guaranteed element of Pension Credit
• Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
• Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
• Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

the Governing Body will consider the remission of full or part of the costs of;

- Any residential activity that is organised for the student and which takes place within school time.
- Educational Trips The costs of individual instrumental music tuition may also be remitted in cases where the child is making consistent good progress and is classed as gifted in this area.

8.Money Owed and Debt Recovery
Where the school incurs material additional costs in recovering an outstanding debt then the school may decide to seek to recover such costs from the debtor. The debtor will be formally advised in writing that they will be required to pay the additional costs incurred by the school in recovering the debt.

If a response or payment is not received within a reasonable time, the school may seek to refer the matter to a Debt Recovery Agency who will take action to recover the funds. All

costs will be claimed against the parent/carer. The agency's commission may be as high as 20% and additional set up and collection fees will also be claimed.

8.Insurance
Any insurance costs will be included in charges made for trips or activities.

9.Voluntary contributions
Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

10. Administrative charges
The School will charge an administrative fee for certification of passports and driving licences and other administrative tasks not directly linked to school business.

Monitoring, Evaluation and Review
The Governing Body will review this policy at least every two years and assess its implementation and effectiveness.

Reviewed in Autumn 2022
Next Review Autumn 2023