



**Newbottle and Charlton
C.E.V.A. Primary School**
Every Person Matters, Every Moment Counts
'I can do all this through him that gives me strength'

Charlton
Banbury
OX17 3DN

Telephone/Fax:
01295 811480

**Interim Head
Teacher:**
Mr Peter Smith

Email: bursar@newbottle.northants-
ecl.gov.uk

Chair of Governors:
Lady Deborah Hayter

CHARGING & REMISSIONS POLICY

(Statutory - Annual review)

Adopted by the Committee on [Date]:	14 June 2018
Reviewed by:	Resources Committee
Date of committee review:	9 June 2020 11 June 2019 14 June 2018 26 January 2017
Chair of Governors Signature:	
Date of next review:	June 2021



NEWBOTTLE AND CHARLTON C.E.V.A PRIMARY SCHOOL

Newbottle & Charlton CEVA Primary School seeks to create an environment that reflects our Christian ethos, providing safe, happy and challenging working conditions for all members of the school. This environment is exemplified by our school values and wheel with hope, dignity, wisdom and community at its hub.

CHARGING AND REMISSIONS POLICY

All education in school hours is free. This policy states clearly what the school can and can not charge parents for and what can be requested as a voluntary donation.

Education

1. The School does NOT charge for:
 - an admission application to the school;
 - education provided during school hours (including the supply of any materials, books, instruments or other equipment);
 - education provided outside school hours if it is part of the National Curriculum,
 - tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;
2. The School will charge for:
 - any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
 - optional extras (see below); and
 - music and vocal tuition, in limited circumstances (see below).

Optional Extras

3. 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. **Optional extras are:**
 - education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of Religious Education.
 - transport that is not 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; and
 - board and lodging for a pupil on a residential visit.

- 4 In calculating the cost of optional extras an amount may be included in relation to:
- any materials, books, instruments, or equipment provided in connection with the optional extra;
 - the cost of buildings and accommodation;
 - non-teaching staff;
 - 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
 - the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- 5 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It therefore does not 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.
- 6 Where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- 7 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.

Voluntary Contributions

- 8 Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset.
- 9 If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. The preferred method of payment for contributions is through SchoolMoney (<https://www.schoolmoney.co.uk>). However, payments can still be made by cash or cheque.

Visits

- 10 The school will charge for the cost of the trip per child and the charge will not exceed the actual cost.
- 11 If a parent is unable to pay this cost and can explain extenuating circumstances, efforts will be made by the school to assist as far as possible to enable the child to participate in the trip.

- 12 When school informs parents about a forthcoming visit, it will be made clear to parents who can prove they are in receipt of the following benefits that they will be exempt from paying the cost of board and lodging:
- Universal Credit in prescribed circumstances;
 - Income Support (IS);
 - Income Based Jobseekers Allowance (IBJSA);
 - Support under part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, provided that Working Tax Credit is not also received;
 - the guarantee element of State Pension Credit; and
 - an income related employment and support allowance that was introduced on 27 October 2008.
- 13 Guidance on school policies for Learning Outside the Classroom, including charging is available through:
<http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf>
- 14 When the school informs parents about a trip, a 'payment plan' will be suggested whereby parents can pay the cost in instalments.

Music Tuition

- 15 Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.
- 16 Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Swimming

- 17 The school will provide one term's swimming lessons for every child in order that every child will be able to swim 25 metres. This will be subject to a voluntary contribution.

Transport

- 18 The school will not charge for:
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
 - transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
 - transport provided in connection with an educational visit.

- 19 Guidance on school travel is available at:
<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

Frequently Asked Questions

- 20 FAQs are available as part of the latest Department for Education guidance which is available through
<http://media.education.gov.uk/assets/files/pdf/c/charging%20for%20school%20activities.pdf>

Childcare Vouchers

- 21 These can only be used if with all of the following criteria:
- Services that are Ofsted registered
 - Out of school hours
 - On the school premises

This is therefore restrictive to Breakfast and After School club. If you are unsure please contact the school to discuss further.

Debts

- 22 Account balances are tracked and payment reminders for money owed to the school will initially be sent by the Office.
- 23 Should the outstanding amount exceed £100 OR if the payment has not been made within 14 days of the request from the Office, the matter will be escalated to the Governors' Resources Committee.
- 24 A letter will be sent which outlines the process that will be taken should the debt not be paid within a further 14 days. This will include not allowing the child to continue to participate in paid activities, as well as the potential next step of starting a legal process for recovery of the debt.
- 25 We recognise that financial difficulties do occur and in such situations parents and guardians are encouraged to speak to the Office or Head Teacher as early as possible to discuss options for payment of the outstanding monies.