

# St. Alphege CE Federation of Schools Charging and Remissions Policy



## Introduction

This policy has been formulated in accordance with SMBCs guidance on: Charging for School Activities and DfE Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities, May 2018.

## Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

## Prohibition of Charges

See pages 4 and 5 of DfE Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities, May 2018.

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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 that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

## Publication of Information

A copy of this policy is available on the school website. A copy will also be available upon request.

## Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument (provided at the request of the parent / carer)
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages/ losses caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs.
- (i) School lunch. See <https://www.solihull.gov.uk/Schools-and-learning/School-meals> and <https://www.solihull.gov.uk/Schools-and-learning/Free-school-meals> for present fees, grants or Government Funding.

## Debt Management

All services/ goods/ lunches must be paid for in advance.  
The school will invoke the Debt Management Policy for all unpaid goods or services.  
This may conclude in legal action.

## Remissions

Children who qualify for Free School Meals (FSM) will in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The current criteria are available on Solihull Metropolitan Borough Council's website – [www.solihull.gov.uk](http://www.solihull.gov.uk).

To qualify for free school meals under this scheme you must receive at least one of the following benefits:

- Universal Credit - your household earned annual income must be less than £7,400 after tax and not including any benefits
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're 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 you stop qualifying for Working Tax Credit

Once the roll out of Universal Credit is completed (completion currently expected in March 2023) anyone who no longer meets the eligibility criteria, either because their earnings are above the limit or if they no longer receive Universal Credit, will continue to receive Free School Meals until the end of their current phase of education (i.e. primary or secondary).

## Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) School visits and activities (not to exceed the costs)
- b) Lost or damaged school equipment e.g. reading folders / homework diaries (not to exceed the costs).
- c) Wilful damage or neglect to school property.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- Contribute in full/ or partially to a school visit/ activity
- Contribute in full/ or partially to replacement school property/equipment.

Please note refunds will not be made for voluntary contributions.

### **REFUNDS**

Refunds will be made at the Headteacher's/ Governors' discretion.  
If not initiated by the school a request must be made in writing for a refund.

No refunds will be made for voluntary contributions.

Upon leaving the school an automatic refund will be made to any ParentPay Account balances over £15. We will only make refunds for amounts under this if a request is received in writing. Refunds will be made to the source of the original payment.

## Agreed Charges

Charges allocated or voluntary contributions recommended will be based on the net known cost to the school at the time. The school may include ParentPay processing charges at the current known rate but will specifically exclude any cost associated with the schools' internal administration.

Activity	Charge
Lessons provided via Solihull Music Service (SMS) to be charged at SMS current rate and paid directly to SMS.	Paid directly to SMS.
School Trips, Activities, Events and Productions.	Voluntary contribution. Fee not to exceed costs
Lost/ Replacement equipment (Homework Diaries)	No charge
Library folders	£1
School run After school clubs/ Activities	No charge
School Bags – Infants (until existing stocks depleted)	£3.26
Swimming – Juniors Y5 Year 3 Free	Voluntary contributions not to exceed costs.
School Fund Donation  Nursery Donation	Voluntary contribution per annum £15 per family. Voluntary contribution £45 per family.
School Meals	The current cost as confirmed by Solihull MBC. See <a href="https://www.solihull.gov.uk/Schools-and-learning/School-meals">https://www.solihull.gov.uk/Schools-and-learning/School-meals</a> for current charges.

Policy Approval:

Finance Committee Approval	29 June 2017
Ratified by Full Governing Body	
Date of Review	4 July 2018
Updated and reviewed	19 <sup>th</sup> March 2021