

Mission Statement

IN CHRIST WE GROW. As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

Introduction

This charging and remissions policy complies with statutory requirements and is reviewed on an annual basis.

CHARGING POLICY

Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent / carer.
- entry for a prescribed public examination including re-sits 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 at the school

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;

- where there are insufficient contributions to make the activity viable, or the school cannot fund it from some other source, then the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to make any contribution.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see Appendix B);
- certain early years provision (see the Education (Charges for Early Years Provision) Regulations 2012);
- community facilities. (see S27 Education Act 2002)

Optional Extras

Charges may be made for some activities which are detailed below:

- education provided outside of school time that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is 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);
- board and lodging for a pupil on a residential visit (subject to remission arrangements)
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body).

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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

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.

Remissions Policy

There will be no charge for board and lodgings for pupils whose parents are receiving:

- Universal Credit with a household income of less than £7,400 a year (after tax and not including any benefits you get)
- Income-Based Jobseekers' Allowance
- Income-Related Employment and Support Allowance
- Child Tax Credit, **not** entitled to Working Tax Credit and household income less than £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Income Support
- Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

This is subject to change but usually equates to pupils being eligible for free school meals (due to the receipt of specified benefits and not through the introduction of universal infant FSM). Current eligible benefits can be found on the DfE website.

Charges for other 'chargeable activities' may also be fully or partly remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Refunds

Private Fund Trip Contingency

Funds for non-educational trips and events are collected and banked into the Private Fund account. Most events have a contingency amount built into the trip payments. On completion of a trip the account is balanced and on occasion there is a small amount of funds remaining. When the amount exceeds £10 per pupil the funds will be returned to the parent/guardian. When the amount is below £10 per pupil the funds will be:

1. Used to clear any outstanding balance e.g. cashless catering
2. Transferred to the learners account for use later
3. Transferred to a siblings account if the learner is no longer on roll
4. Transferred to the School Building Fund if a sibling is no longer on roll

Cashless Catering Balances

When a learner is removed from roll their cashless catering balance will be used to:

1. Clear any outstanding balances e.g. the learners trip balance
2. Transferred to a siblings account if the learner is no longer on roll
3. Refunded to the parent via refund if the amount exceeds £10
4. Transferred to the School Building Fund if a sibling is no longer on roll and the amount is less than £10

Refunds and Removal from Trips

On occasion, it may be necessary to remove a learner from a trip to ensure the smooth running and/or safety of all involved. Where removal is due to medical reasons we may be able to recover payments if a Doctor's not can be provided. Where removal is due to behavioural issues in school, and the learner has been given opportunities correct them, the school reserves the right to keep any payments that we will incur. Where costs are not incurred any payment made, minus non-refundable payments, will be returned.