






Sudbourne Primary School

Charging & Remissions Policy

This policy will be **annually** reviewed by the Resources Committee for approval by the Governing Body.

Last Review Date:	19 th May 2021
Date Ratified by Full Governing Body:	11 th June 2021
Next Review Date:	Summer Term 2022
Signature of policy approval by Headteacher:	 R Blackmore (Jun 22, 2021 19:23 GMT+1)
Signature of policy approval by Resources Committee Chair:	 Holly Mellors (Jun 22, 2021 18:18 GMT+1)
Signature of policy approval by Governing Body Chair:	 Hannah Sheehan (Jun 21, 2021 09:49 GMT+1)

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1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

This policy aims to outline the charges we make for a variety of services we offer and the items we sell. It includes details about charges, remittance and collection of monies. Please note that all charges listed below subject to review at any time

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

4.2 The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

5.1 Education

- Admission applications

- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- 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

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out **what the school can charge for**.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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 board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When 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 (including supply teachers engaged specifically to provide the optional extra)
- 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 be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible; these typically relate to school trips.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

The school will charge for the following activities:

- Breakfast club – to cover costs of adult supervision, food and drinks, play equipment, and overheads
- After school club – to cover costs of adult supervision, club equipment, and overheads
- School journey – to cover costs of adult supervision, transport, accommodation, and leisure activities

See Annex 1 for breakdown of charges.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in March each year. Parents will be informed of the charges for the coming year in June each year.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question. Remissions should be approved annually by the Resources Committee with regards to major activities such as School Journey.

If the parent/guardian of a pupil is in receipt of income support, income-based jobseekers' allowance e, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190), the Headteacher may remit all or some of the charges in respect of board and lodging for a residential trip.

The Headteacher may decide not to levy charges for specific pupils in respect of a particular activity or trip, if it is deemed to be reasonable in the circumstances.

See Annex 1 for details on charges made and remissions offered.

10. Debt Recovery

The school will take all reasonable measures to vigorously collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

The school's debt recovery policy will observe the relevant financial regulations and guidance set out in the Lambeth Schools Financial Procedures Manual and any other legal requirements.

The school will not write-off any debt belonging to the Lambeth Council or another party. If in doubt as to the appropriate action to collect any such debts the school will seek advice promptly from officers of Lambeth Council. Procedures for writing-off debts are included in the school's Finance Policy.

10.1 Debt collection procedures

School staff are expected to follow the following procedures to secure the collection of all debts.

- Recording of goods or services supplied where payment is not received in advance or 'at the point of sale'.
- A record will be kept of all such supplies that details what was supplied, the value, the date(s) and the identity of the 'debtor', e.g. child, parent, hirer, etc.
- Where invoices are raised these should state the date by which payment is due.

- In all other cases correspondence with parents, etc. should indicate the maximum period that the school regards as reasonable before payment is overdue, e.g. payment for items purchased should be paid at the school office by, etc.

The following procedures will be followed when a debt starts to accumulate; individual agreements will be made to accommodate specific circumstances; admin staff will use their discretion and knowledge of individual families in the first instance and record any such arrangements. If these are not followed and office staff have any concerns they will immediately inform the School Business Manager (SBM) or Headteacher to review what action to take.

10.2 Dinner Money

- Informal reminders issued when outstanding monies are owed to the school will be made either in person (when a parent comes to collect/drop off the child) or by telephone/text.
- Reminder letter 1 will be issued one week after the informal reminder or following non-compliance with an individual arrangement.
- Meeting with the SBM or Headteacher two weeks later a second reminder letter is issued which will include details of the settlement period that has been agreed by the parents. This will include advice that the child will be at risk of not being able to stay for lunch from a specific date until the debt has been cleared. If payment is not then made the parent will be reminded to collect their child for lunch in line with this letter.

10.3 Breakfast and After School Clubs

- Informal reminder issued when outstanding monies are owed to the school (this will take much less time to accumulate than for dinner money). If the booking is ad-hoc no further bookings will be allowed until payment has been made. Admin staff will inform the School Business Manager (SBM) prior to any decision to withdraw the service.
- Reminder letter 1 - one week later as above. For parents who book regularly in advance no further bookings will be allowed following the issue of the letter. Admin staff will inform the SBM prior to any decision to withdraw the service.
- Meeting with the SBM or Headteacher. 1 two weeks later as above and issue of letter 2.

10.4 Nursery Top Up Fees

Procedure for parents who book regularly and have a good payment record.

- Informal reminder made after two weeks by the end of the week.
- Reminder letter 1 - one week following the informal reminder and the withdrawal of the service.
- Meeting with the SBM or Headteacher two weeks later as above and issue of letter 2.

10.5 Procedure for parents who book on an ad-hoc basis.

- Informal reminder at the end of the week and no further bookings to be made until payment is received, again informing the SBM\Headteacher prior to any decision to withdraw the service.
- Reminder letter 1 - one week following the informal reminder.
- Meeting with the SBM or Headteacher as above.

Should a debt need to be taken beyond two reminder letters, formal written evidence may have to be produced. It is therefore important that at least one, but preferably two, written reminders are sent. Details of all reminders, whether verbal or in writing, should be recorded. Where a letter is issued, a copy must be retained on file.

10.6 Costs of debt recovery

Should a debt fail to be recouped, the school will reserve the right to take the debtor to court to reclaim the original debt together with any additional costs incurred in doing so. The court costs involved are a percentage of the debt owed.

SLT will decide whether to take this course of action taking all circumstances into account. The debtor will be formally advised that they will be required to pay these additional costs incurred by the school in recovering the debt.

10.7 Reporting of outstanding debt levels

The SBM will ensure that the level of outstanding debt is known and can be determined at any time.

The SBM will present a list of outstanding and written-off debts to the Resources Committee who will review this every term to determine whether this level is acceptable and whether action to recover debts is effective.

10.8 Staff dinner money debt

Staff are expected to clear any outstanding debt on their account within 30 days.

11. Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher every year. At every review, the policy will be approved by Resources Committee.

Annex 1 Sudbourne School Charges for 2021 2022 with Remissions

Item/Activity	Charge	Remission – if in receipt of PP ¹
Nursery	£30 per full day per child	-
School Meal	£2.56 per meal per child £3.36 per meal per adult	No charge N/A
Breakfast Club	£5.00 per session per child	£2.50 per session per child
After School Club	£5.00 per session per child	£2.50 per session per child
Uniform:		
Jumper	£15.00	£7.50
PE Kit (bag/T shirt/shorts)	£10.00	£5.00
Additional PE T shirt	£5.00	£2.50
Book Bag	£5.00	£2.50
Swimming cap	£3.50	£1.75

¹ PP = Pupil Premium

Please contact the school office if you are unsure of your child's eligibility for pupil premium.