



Tickton CE Primary School

Charging and Remissions Policy

The staff and governors of Tickton Church of England School believe that all pupils should have an equal opportunity to benefit from all school visits and activities independent of their financial circumstances. This policy describes how we will do our best to ensure that we minimize the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This charging and remissions policy complies with DfE statutory requirements and will be reviewed on an annual basis by the Governing Body's Finance Committee.

This policy identifies activities for which charges will and will not be made and when they may be waived.

We will inform parents in advance:

- If the activity cannot be funded without voluntary contributions
- That the visit may have to be cancelled if insufficient contributions are raised
- That no child will be excluded from an activity because parents are unable to pay
- If a parent is unable or unwilling to pay, their child will be given an equal chance to go on the visit

No charges will be made for:

- Education provided during school hours. The definition of 'education' includes materials, books, equipment and transport provided in school hours by the Local Authority of the school to carry pupils between the school and the activity. E.g. swimming
- Education provided outside school hours if it is part of the National or Religious Education Curriculum
- Instrumental or vocal tuition which is required as part of the National Curriculum
- Education provided on any visit that takes place during school hours
- Extra-curricular clubs led by school staff

Charges may be made for:

- School visits and practical activities which enhance pupils' learning and broaden their knowledge and experience
- Transport, insurance and instructional guides/coaches hired specifically for the visit
- Instrumental or vocal tuition which takes place during the school day and has been requested by parents
- Non-residential activities which take place out of school hours, but only if the majority of the time spent on that activity takes place outside of school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.
- Board & Lodgings on residential visits
- Materials for some extra-curricular clubs, e.g. art club, where pupils take home a finished product
- External Curricular Activities - the external providers of these clubs will set and collect their own charges

How charges are calculated:

The total cost of the visit, including transport, admission charges, specialist staff, board & lodging and insurance as appropriate, is divided by the total number of pupils participating to calculate the charge per pupil. Charges **do not** include subsidies for any pupils wishing to participate in the visit whose parents are unable or unwilling to pay the full charge and **will not** exceed the total cost. Should a visit have to be cancelled then any monies received will be returned to parents.

Families with difficulties in meeting the cost of a visit/residential visit will be offered the opportunity to discuss their circumstances with the Headteacher in confidence at the earliest opportunity so that we can support them with funding.

Remissions:

If a child is eligible for Free School Meals or Pupil Premium Funding, then these pupils will be exempt from paying the charges above. *This does not apply to those children eligible for the Government's Universal Free School Meals Funding who are not in receipt of Pupil Premium.* Pupils whose parents are receiving income support, income based job seekers allowance or family tax credits will also be exempt.

Other Charges:

In cases of willful or malicious damage to equipment or breakages, the Headteacher and the Governing Body may decide that it is right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Collection of Money for Visits:

- We shall publish notification of school visits and their cost as far in advance as possible so that parents can plan ahead.
- If for some reason a visit is planned at very short notice we will give parents the opportunity to pay in instalments beyond the date of the visit
- All payments are made online via the School Money site.
- Card details are not stored on the site and must be entered each time a payment is made.
- A confirmation pop-up will appear once the payment has been processed and an email receipt will be sent shortly afterwards
- For residential visits, parents will be given the option to pay by instalments over a fixed period of time with a completion date identified from the onset
- Payments are non-refundable once visit costs are determined, unless other children can take up the place
- Staff should not receive inducements, excessive hospitality or other favours

Additional Considerations:

- Payment for music tuition provided by the East Riding Music Service is passed on to the parents termly. The amount is **shared equally** between the number of pupils receiving tuition and is payable in advance at the beginning of term. **A full term's notice is required** to withdraw from music tuition as this has to be arranged in advance.
- If a pupil leaves school with outstanding unpaid payments it is followed up by the ERYC Corporate Billing Section who endeavour to recover the payment on our behalf. We will also inform a receiving school if we have had difficulty achieving owed payments.
- If we experience difficulties achieving school meal payment we will inform parents that no further lunches will be provided until the debt is cleared and that they will have to provide a packed lunch. Administrative staff use the text messaging service to send out reminder texts. These are followed up by letters from the head teacher.
- Parents are informed that school meals have to be booked before 10.00am and if their child goes home ill after this time payment cannot be refunded as cooking will have begun. **Once booked, payment cannot be reimbursed.**

Review Date: July 2024