



St. John's Church of England Voluntary Aided Primary School

Charging and Remissions Policy and Procedure

Ratification Date:	February 2018	Headteacher: Chair of Governors:	Mr Lyndon Strong Mr Barry Rowsell
Reviewed:	April 2024	Headteacher: Chair of Governors:	Mrs Carolyn Wilkinson Mrs Jean Watson
Next Review	April 2026		

Safeguarding Statement

At St. John's Gosport C of E Primary School we respect and value all children's development. We recognise that all children have a right to an education and are committed to providing a caring, friendly and safe environment for all our pupils so that they can learn. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm.

This is the responsibility of every adult employed by, or invited to deliver services at St. John's Gosport C of E Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. Safeguarding at St. John's Gosport C of E Primary School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

1. Overview and Purpose

St. John's Gosport C of E Primary School endorses the principles of the Education Act (2011, 1988) in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

In providing activities which take place during the school day the school may have to meet additional expenses, for example specialist groups working with pupils in school or additional equipment and resources which need to be purchased. The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place, wholly or mainly (50% or more) during normal teaching time.

Such enriching activities are an important aspect in supporting the curriculum. Non-contribution would not prejudice a pupil's place. However, there may be cases where unless most parents were prepared to make a contribution, the school may have to cancel the activity such as educational visits or residential activity.

Voluntary contributions will, in all circumstances, be invited through individual letters to parents. Any school organised activity which takes place mainly (more than 50%) outside of school time will be charged for in such a way as to meet the entire costs of the activity.

Roles and responsibilities of the Headteacher, other staff and governors

The Headteacher, staff and governors will ensure that the following applies:

1.1 No charges will be made for

- 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 the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum (HMS Listen2Me)
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested to cover the cost of entrance fees and workshops. There will be no charge to the parents for transport costs; the school may request a voluntary contribution. Pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for the cost of coach hire or entrance and workshop fees. If there are not enough voluntary contributions to make the activity possible, then it may be cancelled at the discretion of the Headteacher.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.

1.2 Activities for which charges may be made

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours.
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time.
- When any trip is arranged parents will be notified of the procedure for payment and booking a place.
- Music tuition (other than for those activities listed in 1 above) – for individuals or groups of any appropriate size.

1.3 Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Criteria for qualification for remission are given below:

Parents in receipt of –

- Income support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the

Revenue and Customs rules (£16,190)

- Guaranteed element of state Pension Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified on an individual basis. If parents wish to talk to the school about their individual circumstances, please contact the School Business Manager in the first instance.

1.4 Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments over an extended period of time for residential visits

2. School Clubs

Clubs during lunchtime and after school are most often run by teachers voluntarily giving their time. School reserves the right to charge a nominal fee for participation in these activities.

Clubs run by external providers which take place on school premises will set their own charges unless contracted under Service Level Agreement (SLA). Any queries regarding these activities must be taken up with the external providers and not with school. Charges for SLA provision will be set in line with the SLA contract.

2.1 Breakfast Club (Cheeky Monkeys) and After School Club

The school manages the breakfast club, 'Cheeky Monkeys.' Children participating in breakfast club sessions will be charged for all sessions booked. This is a charge rather than a voluntary contribution and no subsidies will be offered by school in any circumstances. However governors have agreed that children who are entitled to Pupil or Service Premium grants may attend Cheeky Monkeys without cost, unless the sessions they require exceed the grant. No refunds for booked sessions can be provided as Breakfast Club is self-financing and have pre-booked staffing and food costs.

Payments are required in advance for all sessions booked. A maximum of one week's deficit in exceptional circumstances may be allowed by prior agreement only. Failure to make payment in this time limit will result in a place being withdrawn.

In cases where payments have not been made despite at least two reminder letters and no repayment plan has been agreed with the school we may refer on to the county legal team who have the option of employing a debt collection agency. This will be used only as a last resort and only in cases where parents/carers either refuse to pay or do not respond to the offer of setting up a negotiated repayment plan.

Some children may be eligible to attend these clubs, subject to Headteacher's approval, with financial support from recent Pupil Premium funding.

'We Care Child Care' are an outside private company that run the After School Club on the school premises. They run their own booking and invoice system. The school is not involved in this, other than passing on enquiries. Subject to places being available, Governor's children can attend if they are attending a meeting or on Governor business but only if the meeting falls during the After School Club hours of operation. 'We Care Child Care' are charged 10% of their profits.

3. Breakages

The school will not charge for accidental breakages of school property; however deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs. In such cases parents/ guardians will be expected to pay for the replacement rather than the cost of the original.

4. School Lunch Money

Payments are required in advance for all lunches booked. The school has a strict no debt policy relating to the school meal service. For further information please refer to the School Meals Debt Policy.

5. Lettings

The school will make its facilities available to outside users wherever possible at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Governors in line with the regulations set by Hampshire County Council. For users connected to the school the charge will be based on the site overtime costs.

The FGB agreed, on their meeting on 22.1.19, that the following charges will be made:

- Groups using school facilities during the school day - £12 per hour
- Groups using school facilities after school and in the evening - £25

There may be an additional charge for the services of the Site Manager to unlock/ lock the building.

Any organisation/ group/individual wishing to hire school facilities will need to provide full details of organisation, staffing and Health and Safety Risk Assessments in written form. A written contract will also need to be completed. Further details on request.

A hirer who has unrecoverable debts will be banned from future hire.

6. Charges for Services

Details of charges for photocopier, telephone and fax facilities are available on request from the school office.

7. Debts

St. John's Gosport C. of E Primary School is committed to taking all reasonable measures to 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:

- To ensure that the school is not financially disadvantaged by the actions of an individual or group of individuals.
- To safeguard the School's funds and specifically to ensure that no individual or group of individuals take advantage of the school causing it to be unable to recover funds that are owed to it.
- To ensure that the funds available to the School are used to the fullest advantage of all pupils.
- All income will be banked using HCC systems i.e. Via SAP (supported by Tucasi) which aids the debt identification and recording.

Please refer to the School Debt Management Policy for full details.

8. Staff Overpayments

Wherever a salary or expenses overpayment has occurred, the Governing Body will decide on a case-by-case basis whether recovery of the overpayment will be sought, in line with HCC policies and EPS Guidance.

9. Miscellaneous

The Headteacher) and the Chair of Governors (or finance representative of the Governing Body) may levy charges for miscellaneous services up to the cost of providing services, e.g. for printing / providing a copy of a report/ policy.

The school charging policy will be subject to change if there are new DFE or Hampshire directives.

This policy is automatically reviewed every two years.