


Charging and Remissions Policy

Governor Committee Responsible:	Finlay Community Combined Committee	Staff Lead(s):	Alison
Status <i>(Statutory / Advisory)</i>	Statutory	Review Cycle	Annually
Last Review	September 2023	Next Review Date	September 2024
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INTRODUCTION

This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis by the Finance & Premises Committee of CHFC Federation Governing Body.

Finlay Community School wishes to provide for all pupils the best possible educational opportunities available within the funds allocated. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and Finlay Community School endorses this principle and is committed to uphold the legal requirements.

We recognise, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without the financial support, the schools would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The schools' concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. A summary of the policy below, prepared as a short guide for parents, is at Appendix 1.

AIMS AND OBJECTIVES:

The aims of this policy are to:-

- Set out what the school will not charge for, what it will make a charge or request a voluntary contribution towards, from parents/carers.
- Clarify how charges will be determined, so parents/carers understand why requests for payments are sometimes made for some activities.

Activities for which no compulsory charges will be made:

No charges will be made for the following activities:-

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 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;
- Education provided on any trip that takes place during school hours;



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- Supply teachers to cover for those teachers who are absent from School accompanying pupils on a residential trip;
- Transport provided in connection with an educational trip;
- Materials or equipment except for certain practical activities when parents may be invited to provide materials or ingredients on a voluntary basis;
- Swimming lessons.

Voluntary Contributions

Voluntary contributions may be sought from parents in support of the above. These contributions must be genuinely voluntary. It is a statutory requirement that the terms of any request make it clear that:

- There is no obligation to contribute
- Pupils will not be treated differently according to whether or not their parents have contributed.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Activities for which charges may be made:

- Any materials, books, instruments or equipment, where the child's parent/carer wishes him or her to own them;
- Music and vocal tuition, in limited circumstances (see music tuition);
- Certain early year's provision.
- Deliberate damage by a pupil to school property and
- Optional extras - see below

Optional extras

Finlay Community School are able to charge for activities known as 'optional extras'. In these cases, we 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;
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or 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). Fees for breakfast club are £2.00 per child per day and are expected to be paid in advance either weekly or termly. If the Parent Pay account sits at £0 or debit balance, Finlay Community School reserve the right to refuse entry to the Club and the pupil will lose their place.



Music tuition

Finlay Community School will 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
- For a pupil who is looked after by a local authority

School Meals

Parents must pay in advance for school meals using the method of payment outlined below:

- Parent Pay

Should a meal be taken that has not been paid for, the school will initially assume that a parent had forgotten and will be reminded either by text message, email, or telephone.

Should meals be taken for 1 week without payment, the school will make contact with the parent to inform them that regretfully no further meals can be taken unless payment is forthcoming.

Residential visits

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

Remissions

Charges may be reduced or waived for parents who can prove they are in receipt of any of the following benefits from paying the cost of board and lodging for residential visits:

- 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 guaranteed 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 4 weeks after you stop qualifying for Working Tax 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)

Refunds



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Refunds will be made in the following incidences:

- Overpayment of more than £5.00 per pupil;
- Pupils who withdraw from an activity due to medical reasons with supporting evidence;
- Refunds will not be made where a deposit is required to secure a service.