



South Molton United Church of England Primary School

Charging and Remissions Policy including Dinner Money Arrears

Reviewed and Adopted by Resources Committee:- 22nd June 2022
Next Review Date:- Summer 2023

CHARGING AND REMISSIONS POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DofE guidance (May 2018) at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf and complements the school's Finance and Budget Monitoring Policy.

Definition

The school day is currently is 8.15am to 3.15pm.

The midday break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with, and correctly apply, the policy.

The Governors will review the policy annually.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (*See below*)

Voluntary contributions will be requested for some activities (*see below*).

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges will be made for teaching an individual pupil or groups of up to four pupils for vocal or instrumental tuition, where the tuition is requested by the parent.

We will not charge if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Voluntary Contributions

Voluntary contributions may be sought for activities which entail additional costs, e.g. school trips, coach transport to sporting events; day trips; events and activities in school where expertise is bought in to enhance the curriculum. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as a visiting drama/theatre group etc to arrange an activity during the school day. A voluntary contribution may be sought for these activities which entail additional costs.

Optional activities outside of the school day

We will charge, if necessary, for optional, extra activities provided outside of the school day, for example additional clubs eg football, archery, science etc. where such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Breakfast and afterschool club will be charged at a commercial rate.

Residential Trips

Charges will be made for board and lodging and the optional activities which are being offered over and above the requirements of the national curriculum, except for pupils whose parents are in receipt of eligible benefits see below. No pupil will be prevented from participating because his/her parents cannot make a contribution. These parents will be encouraged to apply for assistance from appropriate local charities. If applicable a contribution from pupil premium may be offered. If insufficient funds are raised it may be necessary to curtail or cancel activities. We run various payment schemes so the cost can be spread over a number of months.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't make a contribution. Support for cases of hardship will come through applications to local charities, a contribution from pupil premium if applicable or fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits see below.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Eligible benefits

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- Income-related Employment and Support Allowance (IRESA)
- The guaranteed element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income, as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190)
- Working Tax Credit run-on (the payment you get for a further 4 weeks after you stop qualifying for Working Tax Credit)

Dinner Money Arrears

This Policy has been compiled recognising the difficulties placed on head teachers in balancing the social welfare of pupils with the management of the School's budget share money.

- When a pupil has failed to produce dinner money the school may allow a meal to be provided where it is felt that this is a temporary situation, eg money lost on the way to school, minor domestic problem, etc. Details should be recorded in writing and maintained as a record.
- Where a pupil continues to require meals and no payment is made, the matter should be referred to the headteacher who should consider the individual circumstances of the pupil and parents.
- If, in the opinion of the headteacher, failure to provide a meal could have serious consequences for that pupil, a meal should be provided and details recorded in writing and maintained as a record.
- Where a pupil has failed to pay for meals taken, after a MAXIMUM of 5 DAYS, the school should, in the first instance, write to or contact the parents advising of the situation and the amount outstanding. Once the amount is over £11.50 a stop letter is issued to parents, this letter requests that the parents issue the child with a packed lunch until payment is made.
- If this action proves unsuccessful in securing the money, the school will contact Legal services indicating the name and address of parents/guardian, the name(s) of child(ren) and the number of meals to be paid together with relevant dates. The legal section will follow up with appropriate action to recover the arrears.
- The same process should be used if a cheque is not honoured by the bank.