



## **Charging & Remissions Policy and Procedures**

This policy was adopted on 1<sup>st</sup> November 2018

Signed on behalf of Emmanuel Community School .....

Review date: .....

# Emmanuel Community School



## Charging Policy

### 1.1 Aims of Emmanuel Community School

At Emmanuel Community School we aim to provide a safe, caring and stimulating environment which offers opportunities:-

- For everyone within the school to reach their full potential and develop self worth, self confidence, the ability to take responsibility for their own individual actions and perseverance.
- For everyone within the school to have a sense of wonder, and enthusiasm for learning and helping children to develop as independent thinkers and learners with enquiring minds.
- To encourage and develop a respect and understanding for others.
- To develop all partnerships, small and large, from the individual parent to the wider community to support children's learning.
- To give children access to a broad and balanced curriculum in order to attain the highest possible standards in relation to prior attainment through assessment and learning.

### 1.2. Equal opportunities

At Emmanuel Community School we believe that every child is entitled to equal access to a broad and balanced engaging curriculum, regardless of race, gender, class, faith or disability.

### 1.3. Inclusion

We are committed to promoting a learning and teaching environment for all, that embeds the values of inclusive educational practices. We aim, through a child centred approach, to ensure that education is accessible and relevant to all our learners, to respect each other and to celebrate diversity and difference

## 2 Introduction

**2.1** The experiences that children receive at school enable them to enjoy and achieve, whilst pursuing and developing interests that will prepare them for the 21st Century and adulthood. Our curriculum is complemented and enriched by the number of school visits and professional visitors that we have, as well as the number of extra-curricular clubs that we offer.

**2.2** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition. The purpose of this 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.

### **3 Voluntary Contributions**

**3.1** Educational visits and visitors to school (e.g. theatre companies, museum visits) play a vital role for children in helping bring a topic to “life” and promote lifelong learning. When organising school trips or visits which enrich the curriculum and educational experience of the children, if there is a cost involved, the school invites parents to contribute to the cost of the trip. All contributions are voluntary, however, if we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. A number of trips may be paid for, or subsidised from school fund money if available. Whilst the school aims for trips to be sustainable, we do not make a profit from educational trips/visits and look to only cover the costs.

**3.2** If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

**3.3** The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. These activities are known as ‘optional extras’. This list is not exhaustive:

- visits to museums/galleries;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre or from theatre companies;
- school trips in the UK or abroad;
- musical events.
- professional artists

### **4 Non Residential Visits**

**4.1** Charges will be levied where the activities are provided wholly or mainly outside of school hours and where they are not a necessary part of the National Curriculum or syllabus for an approved examination or religious education. The charges will include: -

- travel cost
- material, books, instruments, and any other equipment
- any additional staff costs
- entrance fees to facilities
- insurance costs

### **5 Residential Visits**

**5.1** The following examples may assist schools in determining if a trip is either largely in or out of school time:

Pupils are away from school from noon on Wednesday to 9pm on Sunday. This counts as nine half days and includes five school sessions and therefore the trip is deemed to have taken place in school time.

Pupils are away from school from noon on Thursday until 9pm on Sunday. This equates to

seven half days including 3 school sessions and is therefore deemed to have taken place outside school time.

The above calculations take into account regulations that require school days to be divided into two sessions. A half day means any period of twelve hours ending with noon or midnight on any day. Therefore even though the above trips continued well into the evening on the day of return they do not contain more than two sessions.

## **5.2 Board & Lodging**

Where a school activity requires pupils to spend nights away from home the school will make a charge to cover board and lodging costs whether or not the residential trip is deemed to have taken place in school hours.

## **5.3 Costs of Residential Visits**

Charges will only be made for the costs if they are largely out of school time and are not required by the National Curriculum, the syllabus for a public examination or for statutory religious education purposes. However, parents and carers may be asked to make voluntary contributions based on the actual costs of the visits. Although schools may not charge for school time activities apart from music tuition as above, they can invite parents to make voluntary contributions. It must be made clear though that payment is purely on a voluntary basis and that the children of those who do not pay will not be treated any differently to those that do.

## **5.4 Remissions Policy:**

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

Universal credit in prescribed circumstances

Income Support

Income Based Jobseekers Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (2018 update)

## **6 Music Tuition (Instrumental or Vocal)**

**6.1** All children study music as part of the normal school curriculum. We do not charge for this. If parents and carers wish their child to do additional private music tuition by Waltham Forest Music School within the school day, a charge will be made for both individual and group tuition regardless of group size subject to the following exceptions: -

- No charge will be made for music tuition that takes place as part of the National Curriculum or as part of the first time in which the whole class engages with the programme of Instrumental and Vocal Tuition or Wider Opportunities. These exemptions do not apply for tuition outside of the school day, weekends and during school holidays.
- Where charges are to be made it will include all teaching costs. Parents shall be responsible for the cost of sheet music and any other relevant items such as the hire and insurance of musical instruments and any exam fees. The charges must not result in a "profit" for the school or be made at a level to cover a loss of income

- due to the above exemptions and the remissions as below.
- As free music lessons are provided for all pupils at Emmanuel Community School, parents who wish their child to participate in additional tuition will be charged at a set rate per term in order to meet the cost of that tuition. These fees are revised annually with Waltham Forest Music School.

## **7 Swimming**

**7.1** The school organises swimming lessons for children on a rotation basis. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. There is a national expectation that by the end of Year 6 all pupils will be able to swim at least 25m.

## **8 Out of Hours Learning**

At ECS we are delighted with the additional amount of extra curricular clubs before school, during lunchtimes and after school that are on offer to our children. These include clubs where children can extend their academic learning and enrichment clubs, where children can develop new skills and pursue interests and talents. Clubs run by school staff will be charged for where resources are needed for the club ie: sewing and knitting club – wool, yarn, needles etc If a professional coach is taking lessons for a breakfast/after school activity e.g. gymnastics, acting, languages, sports then a charge may be levied.

## **9 Charging in Kind**

### **9.1 Charging for Finished Products**

A charge may be levied to cover the costs of materials/ingredients for subjects such as design or food technology where parents/carers have indicated in advance that they would like their child to bring home the finished product.

The cost of materials, ingredients, equipment (or the provision of them by parents) may apply for the following subjects: DT, Science, Art/Craft, Cookery.

### **9.2 Calculating Charges:**

When charges are made for any activity, whether during or outside of the school day, they will generally 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. Support for cases of hardship will come through voluntary contributions and fundraising.

## **10. School Lunch Payment**

Emmanuel Community School has a clear set of procedures for the payment and collection of school meal money and any arrears that occur.

- School meal money should be sent into school on a Monday morning to pay for school meals for that current week. Payments should be in an envelope and clearly marked with your child's name, class and 'Dinner Money'. We have dinner money envelopes available at the school office for this purpose.
- School meals may be paid for in cash or by cheque made payable to EMMANUEL COMMUNITY SCHOOL.

- Reminders will be sent to parents who have not paid for school meals that week. Parents may also be contacted by telephone, text or email.
- Late payments will be accepted up to the Friday of that week.
- If your child is absent from school and meals have been paid for, these will be carried forward as credits and the following weeks payments will be adjusted accordingly. If credits continue to the end of term they will be refunded back to parents in the form of cash.

### **School's Procedures for collecting arrears**

Chasing parents for non-payment of Breakfast or After School Club attendance fees or school lunch money puts a financial and administrative burden on the school, having to use the school's limited resources for this purpose, therefore the following procedure will be followed to collect arrears.

School requests meals be paid on a Monday for that week. When no money is paid by the end of the week then parents are issued with a letter, text message, telephone call requesting payment for the first week with a reminder that next weeks will need to be paid as well if they want to continue with meals next week.

If no money is paid after two weeks then parents will be issued with a letter withdrawing school meals and parents informed to provide their child with a packed lunch or to collect the child to take home for their lunch.

Once the arrears have been paid we are happy to resume school meal provision.

### **11. Extended School (Rise & Shine Breakfast/After School Club) and Enrichment Before & After School Club Payments and arrears**

School policy for payment of Extended School Rise & Shine Breakfast & After School Club is the same for collecting school lunch money. Payment is due on a Monday for that week (in advance of attendance). If no money has been paid by the end of that week a reminder will be sent on Friday that two weeks will need to be paid on the following Monday (one week in arrears, one week in advance) if payment is still not received the facility will be withdrawn until such time as arrears have been paid.

Enrichment Before & Afterschool Clubs are paid when signing up for the club. Permission slips will only be accepted with the payment as clubs are on a first come, first served basis.

### **12. General**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions. If a particular activity cannot take place without some help from parents, then it should be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, then it must be cancelled.

### **13. Responsibilities**

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The governors will review the policy annually Finance Premises an HR Committee (FPH).

### **14. Definition**

The school day is defined as 9am – 3.30pm. The midday break does not form part of the school day.