

# Redbridge Primary School

**RED**

**“Resilience, Excellence, Determination”**



## Charging and Remissions Policy

| Date Approved              | Review Date      |
|----------------------------|------------------|
| 2 <sup>nd</sup> March 2023 | Spring Term 2024 |

# Charging and Remissions Policy

## Introduction

The Governing Body recognises the valuable contributions that the wide range of additional activities, including clubs and educational visits can make towards pupils' personal and social education.

This policy aims to clarify what is liable for charging and what should be left for voluntary contribution. The policy follows the legislation set out in the Education Act 1996: Sections 402,450 - 458,460.

## Voluntary Contributions

### School Visits (Day)

Voluntary contributions will be sought from parents for activities such as educational visits. All letters sent to parents publicising a particular activity will normally make it clear that voluntary contributions are being sought. It will emphasise that there is no obligation to contribute and that no pupil would be omitted from the activity because his or her parents/carers are unwilling to or unable to contribute. However, it will be made equally clear that such activities will not take place if parents/carers are reluctant to support it.

To ensure that parents/carers have adequate time to consider and arrange payment for school visits, letters are sent several weeks in advance and for more expensive trips, payment can be made in instalments. Parents/carers should also be advised that a small charge (currently £1.00 per pupil) will be added to the cost of the first trip in order to cover the insurance costs for the year.

### Residential Visits

For school activities involving at least one night away from home, there will be a charge for the cost of providing board and lodging, transport and activity costs. The residential visits would not take place unless there was enough financial support. This can be paid in instalments to help families spread the cost of the trip. Assistance may be available in cases of financial hardship. Families are invited to contact the Head teacher to discuss this further.

### Enrichment activities in the Foundation Stage

Voluntary contributions will be sought from parents to fund enhancements to the curriculum. A letter sent to parents publicising particular activities will explain that monthly voluntary contributions are being sought, to support the costs of resources beyond those the school normally supplies from its curriculum budget (e.g. tropical fruit salads, play dough, cookery activities etc.). It will emphasise that there is no obligation to contribute and that no pupil would be omitted from the activity because his or her parents/carers are unwilling to or unable to contribute. However, it will be made equally clear that such activities will not take place if parents/carers are reluctant to support it.

### Visiting theatre groups, artists and musicians.

The delivery of the curriculum is greatly enhanced by visits from professional artists. As with school visits, voluntary contributions will be sought in order to fund these activities.

### Breakages and Losses

A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be to the cost of replacement or repair, or such lower cost as the Head teacher may decide.

A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge will be to the cost of replacement or repair, or such lower cost as the Head teacher may decide.

The loss of a classroom or school library book will be charged for. The current rate is the actual cost of the book or if the cost is unknown, £5.

## **Out of School Hours Clubs**

There are currently many out of school hours' clubs, many of these are run by the staff e.g. choir, art and language clubs including:

- Afterschool clubs led by members of staff
- All Afterschool or lunchtime clubs led by professional coaches
- Lunchtime clubs led by members of staff
- Afterschool or lunchtime clubs related to raising attainment (booster classes or homework clubs)

Opportunities arise from time to time for the pupils to have arts or sports activities led by specialised professionals. Lunch time clubs cost £12 per term & After School clubs cost £15 per term.

## **Morning and Afterschool Clubs/Extended Schools**

The school has a fixed- term agreement in place with 'Futurestars Childcare' who provide a breakfast and afterschool childcare club. Please note the Breakfast and the After School Club is independent of Redbridge Primary School. The company have a charging policy available to parents. Therefore, related enquiries should only be addressed to Club staff and not the school.

Email: [info@futurestarschildcare.co.uk](mailto:info@futurestarschildcare.co.uk)

## **Music Tuition**

The school currently employs peripatetic music teachers from the Redbridge Music Service to teach brass, woodwind, violin and cello. Parents/carers are invoiced directly by Music Services. Failure to pay the fees will result in the lessons being suspended. Parents/carers of pupils who are in receipt of Income Support/Job Seekers Allowance/Working Tax Credit/Support under part VI of the Immigration and Asylum act 1999, and their family income does not exceed the maximum limit can be charged at a discounted rate. The Pupil Premium Grant will pay 50% of the tuition fees of pupils in the target group.

No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22 (I) of the Children Act 1989)

The size of the teaching groups is usually two pupils per 20 minutes or 3 pupils per hour. The fees cover the cost of a termly package of lessons, working out to 10 lessons on average per term. There is no refund for lessons missed when the peripatetic teachers are undertaking examination duties at the Redbridge Music Service, as all pupils benefit from this service and there are no charges for exam fees.

The number of lessons per term may vary due to some unavoidable activities such as National Tests, some school trips or RMS peripatetic teachers' attendance at music examinations (from which all pupils benefit). Whenever practical, the school will try to rearrange peripatetic teaching schedules and make up for missed lessons, but this is not always possible.

Instrument hire charges are under the direction of the Redbridge Music Service and parents are advised of the charges separately when they have completed their application form.

## **Remissions**

The Headteacher may remit in full or in part, charges in respect of a pupil if they feel it is reasonable in the circumstances.

The Headteacher may decide not to levy charges in respect of a particular activity if that is reasonable in the circumstances.

Charges for board and lodgings for residential trips will be remitted if the parent/carers of the pupil is in receipt of income support, family credit, income-based job seekers allowance (payable under the Jobseekers Act 1995) or disability working allowance.

The statutory requirements only apply to charges made by a Governing Body or the LA; they do not apply to charges to pupils or their parents/carers made by other persons (e.g. travel firms).