

St Thomas à Becket Church of England Federation

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East Sussex
TN22 5LL



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ADOPTED FEBRUARY 2023

REVIEW FEBRUARY 2024

Charging and Remissions Policy

In our Church of England Federation, we take strength in collaboration, yet celebrate uniqueness. As schools, we may be small, but together we develop children ready to make their mark on the world. We welcome the child yet embrace the whole family. We celebrate our rural environment yet aspire to look beyond our boundaries. We strive for knowledge and gratefully accept opportunities that come our way. We all take a pride in our Federation as we follow in Jesus's example.

Our Christian ethos, vision and values underpin all we do.

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Introduction

The Charging and Remissions Policy of St Thomas à Becket Church of England Federation (which is referred to as the Federation in the rest of this document) being Blackboys Church of England Primary School and Framfield Church of England Primary School comply with statutory requirements set out in the Education Act 1996.

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 some outdoor adventure activities during residential trips and swimming where a voluntary contribution towards the cost of the transport is requested.

Aims and Objectives

The aims of this Policy are to:

- Set out what the Federation will not charge for, what they will charge for or request a voluntary contribution towards from parents/guardians;
- Clarify how charges will be determined so parents and guardians understand why requests for payment are sometimes made for some activities.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and Responsibilities

The Governing Body

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual Governor or Headteacher. In our Federation responsibility for approving the Charging and Remissions Policy has been delegated to the Policy Working Party.

The Governing Body also has overall responsibility for monitoring the implementation of this policy.

Federation Headteachers

Federation Headteachers are responsible for ensuring members of staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

Whilst interim arrangements are in place the words relating to Federation Headteacher, or Head teacher refer to the Interim Executive Head Teacher.

Members of Staff

Our members of staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying their Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The Senior Leadership Team will provide members of staff with appropriate training in relation to this policy and its implementation.

Parents and Guardians

Parents and Guardians are expected to notify members of staff or their Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

Activities without Charge

- Admission Applications;
- Education provided wholly or mostly during school hours (this includes the supply of materials, books, instruments, other equipment);
- Education provided outside of school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at school, or part of religious education;
- Instrumental and vocal music tuition, which is part of the National Curriculum (with the exception of individual or group music tuition – please see below).

Voluntary Contributions

- When organising school trips or visits, which enrich the curriculum and educational experience of pupils, the Federation invites parents and guardians to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from other children;
- If a parent or guardian 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 Federation pays additional costs in order to support the visit. Parents and guardians have a right to know how each trip is funded. The Federation will provide this information on receiving a written request;
- The following is a list of additional activities organised by schools within the Federation, which require voluntary contributions from parents and guardians. These activities are known as 'optional extras'.

This list is not exhaustive:

- visits to museums;
- sporting activities, which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;

- musical events.

Chargeable Activities

Residential Visits

If the Federation organises a residential visit in school time or mainly school time, which will provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of some outdoor adventure activities and board and lodging.

Music Tuition

- All children study music as part of the normal school curriculum. The Federation does not charge for this;
- Recorder is taught as a whole class in some year groups. Some parents or guardians prefer to buy or supply their own recorder. The Federation can supply these at cost;
- There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. East Sussex Music Services/Independent Musicians make a charge for these lessons. Parents in receipt of state benefits qualify for reduced rates with East Sussex Music Services, the Service or the Federation can provide current charges. The Federation gives parents information about additional music tuition at the start of each academic year.

Swimming

The Federation organises swimming lessons at some point during their time in KS2. These take place in school time and are part of the National Curriculum. We make no charge for the education but do charge for the cover of a lifeguard and transport as necessary. We inform parents and guardians when these lessons are to take place, and we ask parents and guardians for their written permission for their child to take part in swimming lessons.

Practical Subjects

Practical subjects such as sewing, and baking require substantial levels of consumable resources. Parents and guardians may be charged for, or required to supply ingredients and materials, if they have indicated in advance a wish to own the finished product.

Before and After-School Clubs

Although teachers and volunteers run most after-school clubs, on occasions there are those that make a charge. This is arranged by agreement directly with parents and guardians. In this case the Federation acts purely as a venue and has nothing to do with setting the fees or collecting the money.

Childcare and support are given outside the school day at both Blackboys Church of England Primary School and Framfield Church of England Primary School Breakfast and After School Club and a charge is made for such extended facilities. The charge is to cover expenses including staffing with a minimal profit which is put back into the club for resources. Please see each School's charges information of the Breakfast and After School Club for details.

Remissions Policy

Charges may be remitted in full upon written request in respect to some outdoor adventure activities and board and lodgings on residential trips for pupils whose parents or guardians are in receipt of free school meals/pupil premium.

A child may be able to get free school meals if parents/guardians receive any of the following:

- 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 guarantee element of State Pension Credit
- Child Tax Credit (provided the parent/guardian is 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 qualification stops for Working Tax Credit
- Universal Credit – if applied for on or after 1 April 2018 and the household income must be less than £7,400 a year (after tax and not including any benefits received)

Under current rules, children who receive a qualifying benefit in their own right are also allowed to receive free school meals. Children under the compulsory school age who are in full-time education may also be entitled to receive free school meals.

Charges for other "chargeable activities" may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents or guardians are informed of charges for individual activities.

Review

This policy will be reviewed annually. The policy will be reviewed by the Federation's Headteachers and the Governing Body's Policies Working Party.