



GOODMAYES PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Agreed by Governors: Spring Term 2023

Review Date: Spring Term 2024



Charging and Remissions Policy

1. Instrumental Lessons

A minority of children at the school receive instrumental lessons from peripatetic teachers of the Redbridge Music Service. The Redbridge Music Service charges parents/carers directly on a termly basis for these lessons. Redbridge Education Committee Policy on Charges for School Activities states that all pupils whose parents/carers are in receipt of Income Support, Income based Jobseekers' Allowance, Working Tax Credit, Support under part VI of the Immigration and Asylum Act 1999, or where annual family income does not exceed a specified amount (this figure is the same as free school meals entitlement) will be exempt the tuition fees and will be offered the chance to borrow instruments free of charge, if they so wish.

2. Materials for Art, Craft & Design and Design & Technology

Governors will continue to provide basic ingredients and materials such as paper, card and clay free of charge. An exception is that electrical materials, e.g. electric motors and batteries used in making models, will be charged for if the child brings it home to keep.

3. Educational Visits

Parents/carers are asked to contribute, voluntarily, to the cost of educational visits. Any parent/carer unable to contribute to the cost is always invited to speak to the Headteacher or Deputy Head in confidence. Only if an adequate response to the request for contributions is received, can the visit go ahead. A charge will be levied for the full cost of residential visits. Parental contributions are non-refundable in the event of pupils' non-attendance.

4. Extended Schools

After School Clubs

There is a charge of £2.00 per child per session for After School Clubs that are run by school staff to cover the cost of equipment, support staff and specialist coaches. Club fees are required to be paid in advance on a half-termly basis. Where the school offers After School Clubs through a third-party provider (for example sports or dance clubs), parents/carers are charged direct by the school towards the cost of the activity. If children are absent from school (e.g. sickness or term time holiday) parents/carers will be required to continue to meet this cost. If a child fails to attend on three occasions, the place will be offered to the next child on the waiting list.

5. Disadvantage Subsidy Funding

The school is in receipt of Disadvantage Subsidy funding, which may be used to help meet the cost of educational visits or any extended school activities for children experiencing hardship who fall into one of the following categories:

Free School Meals, Looked after Pupils, illness of parent/carer, death of parent/carer.

6. SchoolPing Online Payment System

The school uses the SchoolPing online payment system in respect of educational visits, clubs and ad hoc resources. To cover the cost of the payment platform (Capita Pay360), a 1.27% service charge per transaction is passed on to the payee.

7. Breakages and Fines

Parents/carers will be charged on an ad hoc basis up to the full cost for property or equipment (including premises, furniture, equipment, books or materials) broken or defiled. Where damage to school property is caused by thoughtless or irresponsible behaviour, parents/carers will be notified and expected to voluntarily reimburse part or all of the costs. If parents/carers are unable to contribute financially, they will be expected to come to an alternative arrangement to compensate the school. The school may suggest that parents/carers meet the cost of repair or replacement when their child's wilful action has resulted in another child's property being damaged.

8. Lost or Damaged ICT Equipment – Staff

There is an expectation that staff will make every effort to take care of all school equipment. However, in the event of lost or damaged ICT equipment, staff will be required to pay for replacements, for example computer tablets and electronic entrance fobs (£7 each).

9. Payment of Arrears

Where parents/carers fail to meet the cost of a service provided, a reminder will be sent requesting immediate payment of outstanding arrears. If the payment is not forthcoming, an appointment will be made to meet with the Headteacher to discuss any hardship difficulties and to agree a way forward. Should the parent/carer fail to keep the appointment with the Headteacher, the pupil will be withdrawn from the activity with immediate effect.

10. School Meals Arrears

Parents/carers are required to pay for all school meals in advance direct to the service provider (ISS UK). Any outstanding debt at the end of the academic year is passed on to the school for payment, which impacts negatively on the school budget. Consequently, parents/carers will be advised that any children whose school meal accounts are in arrears at the end of the Summer Term will be supervised in school at the end of the day; parents/ carers will then be asked to collect their child from school, where full payment will be required.

11. Freedom of Information Act 2000

Governors have agreed a publication scheme setting out all the information published by the school on a regular basis and where to find it. If a request for information requires a large amount of photocopying or printing, or incurs a large postage charge, or is for a priced item such as printed publications or DVDs, a charge will be made to cover the cost.

12. Certifying Documents

A charge of £15 per form will be levied for certifying applications in respect of passports, etc. or for certifying documents.

13. Safeguarding Checks for Volunteers

In line with the school's safeguarding procedures, all volunteers are required to undergo DBS (Disclosure & Barring Service) checks. Whilst the Disclosure & Barring Service does not impose a charge for processing the checks, volunteers are required to meet an administrative charge of £20 to cover the cost levied by the Local Authority.

14. Remissions Policy

- If the parent/carer of a pupil is in receipt of one of the following benefits, charges in respect of materials (Section 2) and board and lodging (Section 3) may be remitted in full:

Income Support

Income Based Job Seeker's Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

Guarantee element of Pension Credit

Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual income of no more than £16,190). *Working Tax Credit is a disqualifying benefit regardless of your household income – this means that you would not be entitled to Free School Meals whilst in receipt of Working Tax Credit.*

Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

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)

- The Headteacher or Governing Board may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- The Headteacher or Governing Board may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

The Governing Board has **delegated to the Headteacher** the responsibility for reaching speedy decisions, who will consult with the Chair should anything outside the normal practice occur.

Adopted by Governing Board: 16th February 2023