

Charging & Remissions Policy

Date Policy Approved: September 2016

Date Policy to be Reviewed: September 2017

Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions. In doing this, our intention is to ensure transparency in setting charges and to ensure that all children are able to access all the provision on offer. This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Charges for services are set in preparation for the beginning of each new school year and careful consideration is given to ensure the costs are reasonable, methods of payment are appropriate and at every opportunity charges are broken down into manageable amounts.

1	Admissions	No charge will be made for admission for Reception upwards
		Parents of children not entitled to a full-time nursery place will be able to 'top-up' to a full time place at the weekly price set by governors. Topping will require parents to enter into a payment agreement with the school which stipulates that fees are to be paid in advance.
2	School Meals	No charge will be made for pupils entitled to free school meals.
		School meals must be paid for in advance. They can be paid in any breakdown from daily right up to yearly.
		We will charge all pupils not entitled to free school meals an amount determined by the governing body of the school, as appropriate.
3	School trips/visits and activities during school time	When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents / carers to contribute to the cost. All contributions are voluntary.
		If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

		<p>Parents / Carers have a right to know how each individual trip is funded and school provides information on request. The following is a list of additional activities organised by the school, which require voluntary contributions.</p> <p>Parents/Carers will be given reasonable advanced notice of proposed visits / activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.</p>
4	Residential Visits	<p>If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging and may invite voluntary contributions to meet other costs associated with the visit.</p> <p>Parents/Carers whose child receives Pupil Premium may be entitled to some exemptions under certain circumstances as agreed by the Head of School.</p> <p>Parents / Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.</p>
5	Music tuition within school hours	<p>All children study music as part of the normal school curriculum. We do not charge for this.</p> <p>Visiting music teachers offer small group music tuition at the school which is additional to the National Curriculum. We give parents information about availability of this facility at the start of each academic year and a charge is made for these lessons.</p> <p>Music tuition requires parents to enter into a payment agreement with the school which stipulates that fees are to be paid in advance.</p> <p>If the tuition group drops to a number so that the school is making a significant loss the school reserves the right to withdraw the tuition with one full terms notice.</p> <p>Parents/Carers whose child receives Pupil Premium may be entitled to some exemptions under certain circumstances as agreed by the Head of School.</p>
6	Swimming	<p>The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for associated transport costs. 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.</p>
7	Out of school clubs and activities	<p>The school offers a range of out-of-school clubs – and reserves the right to charge for such sessions to cover the cost of provision where those activities are not directly aimed at providing educational benefit to pupils.</p>

8	Transport to extra-curricular activities	Parents / Carers may be charged to cover the transport expenses associated with of the trip an extra-curricular activity. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element.
9	Remission, concession and Pupil Premium Grant	We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Headteacher in line with our Pupil Premium Policy. The circumstances in which concessions are applied will be reviewed regularly. We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.
		Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.
10	Loss of or damage to school property	We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.
		We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

Methods of Payment		
	ParentPay <i>(currently only available at Chorlton Park)</i>	ParentPay is the schools preferred method of payment.
		New parents are sent a letter to register with ParentPay that enables almost all payments to school to be made via a secure website.
		Support in setting up an account or using the website can be given on request.
		ParentPay lists all balances and lists all services that can be paid for via ParentPay.
		ParentPay gives on-line information on trips that may be of use to parents / carers outside school hours.
	Cash	Cash may be paid to school in a sealed envelope with the child's name and class clearly marked as well as what the money is for.
		Cash must be paid into the school office and not handed in the teaching staff.
	Post Dated Cheques	Cheques are accepted for Music Tuition and can be post-dated for termly or half termly encashment. Details are on the music payment agreement

We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Headteacher and the Finance Committee.

Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.