

# Charging, Late Collection of Children, Remissions and Recoupment Policy

Chisenhale Primary School



Learning Together for a Better Future

November 2020

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**THE GOVERNING BODY OF CHISENHALE PRIMARY SCHOOL**  
**CHARGING, REMISSIONS AND RECOUPMENT POLICY**

**PART A – PUPILS**

The Governing Body's Policy on charging for activities will aim to ensure that no child is excluded from an educational activity in school time because of the inability or unwillingness to pay on the part of the parent or carer.

Those activities for which a charge may be made are governed by the Education Reform Act 1988 and laid down in the DFE Circular 2/89.

Education wholly or mainly within school hours will be provided free of charge. The exception to this is the provision of individual music tuition that is not a part of the normal delivery of the music curriculum and music lessons. Parents and carers may be asked to contribute in part or wholly to the cost of individual music tuition and also may have to provide, or contribute to the cost of, musical instruments, music scores and associated items.

If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent or carer. A charge may be made for activities that take place partly or wholly outside school hours. Out of school activities may be organised to supplement and support formal learning in curriculum areas including physical education and sport, and to provide further experiences to enable children to develop their full potential.

**Optional Extras**

The School cannot require a pupil, parent or carer to pay for books and materials for use in connection with education provided within school hours. Parents or carers may be invited to provide or buy particular items on a voluntary basis e.g. book bags, but if unable or unwilling to comply no child will be disadvantaged.

**Clothing**

The above does not apply to the official School Uniform, but the School, in conjunction with the LA, will use its discretionary powers to assist where able. This may be in the form of an LA clothing or uniform grant, where the criteria are met and if such a grant is available. In exceptional circumstances assistance may be given by the use of the income the school receive for the recycling of old clothes.

The School will supply essential protective and safety clothing when necessary, e.g. safety goggles, aprons and gloves.

**Residential School Journeys in term-time – at home and abroad**

The School will charge only for board and lodging for those pupils involved in residential journeys in term-time, in line with sections 29-35 of DFE Circular 2/89. In addition, voluntary contributions may be

requested to cover the cost of travel. All other costs of the School Journey will be borne by the School as a residential journey in term-time is a part of the school curriculum and is taking place in school time.

When a School Journey is organised all parents and carers will be notified that if they are in receipt of state benefits that would entitle their child to free school meals then the School will subsidise half of the normal payment that parents are asked to pay. All applications will need to be accompanied by evidence of the state benefit received.

The Governing Body may at its discretion, and on recommendation of the Head teacher, remit part or all of the charge for a School Journey payment if there are difficult personal circumstances involved. Each case is individual and will be treated so.

### **School Trips Abroad – out of school time**

Holiday trips abroad, skiing holidays and similar ventures are only organised in the school holidays. Participation is always on a voluntary basis and parents and carers will be expected to meet the full cost. However, parents and carers who are in receipt of state benefits may be entitled to a holiday grant towards the cost from the LA. Applications will be made to the LA on behalf of the parent or carer. All applications for grants from the LA will need to be accompanied by evidence of the state benefits received.

### **Day Educational Visits**

Parents and carers may be asked for a voluntary contribution towards the cost of day visits arranged for educational purposes only if the School has insufficient funds to meet the cost. However, no child will be prevented from taking part in the visit because parents or carers are unwilling or unable to pay. It may happen that without sufficient contributions the activity will have to be cancelled. This will be made clear to parents in the letter advising details of the activity.

### **Educational Theatre Visits**

Parents and carers may be asked for a voluntary contribution towards the cost of a visit to the theatre, or visits by performing companies and similar activities. However no child will be prevented from taking part in the event because parents or carers are unwilling or unable to pay. It may happen that without sufficient contributions the activity will have to be cancelled. This will be made clear to parents in the letter advising details of the activity.

### **Ingredients & Materials for Cooking and Practical Subjects**

The School will provide all ingredients and materials for cooking and practical subjects. However in cases where a child wishes to retain the finished produce, a small charge can be made.

### **Damage or Loss of Equipment**

A charge may be made for damage or loss caused by a pupil. This will be at the discretion of the Head teacher.

## **Examination Fees**

Parents and carers will not be charged for examination, including examinations, tests or awards for swimming and sport, for which they are prepared in school. The School reserves the right to charge parents or carers if a pupil is withdrawn or fails to attend an examination without good reason.

All private music tuition exam fees have to be paid in full by parents and carers before the exam takes place.

## **Charging of Late Collection of Children**

### **Introduction**

Under Section 457 of the Education Act 1996 and relevant Regulations, the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after-school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after-school activity and also when those times are varied for a specific event or date.

The governing body has decided that where children are not collected from the school within 15 minutes after the school day or after-school activity ending, then a charge will be made to the child's parent or carer. The school accepts that a variety of emergency situations can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent in these cases. Notification must be given to the school as soon as the situation arises or when collecting the child.

### **Delegation to the Head Teacher**

The Governing Body delegates to the Head Teacher the discretion not to impose a charge where they are satisfied that the late collection is due to an emergency or unforeseen event.

### **The charging arrangements**

**If the child is collected after 4pm**, the child will be sent to Night Owls and then the parent will be asked to pay an additional £9.00, which is the daily Night Owls rate. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.

**If no contact has been made by the parent or carer by 5pm**, the Headteacher, or member of SLT, will notify Children's Social Care that a child has been left at the school. Should the parent fail to collect the child before 6.00pm then the head teacher will ensure that the child is taken to the police station or the allocated after hours social care.

**If the child attends an after-school club**, parents should pick up at 4.30pm. If the parent is more than 15 minutes late, the child will be sent to Night Owls and a charge of £9.00 will be made.

**If the child attends Night Owls**, the time parents should collect is 6.00pm. If the parent is more than 15 minutes late (ie after 6pm) then a charge will be levied to cover the costs of overtime for the workers. The cost will be £5 for each 5 minutes of lateness.

### **Persistent Late Collection**

**If a child is collected late on more than two occasions from an after-school club**, the child will lose their place at the club for that term.

**If a child is collected late on more than two occasions in one academic year from Night Owls**, a meeting will be held with the parents and the Head and if it happens again, the child will lose their Night Owls place.

**If a family is persistently late in collecting a child** the Head will consider taking further action that may include a referral to the Education Welfare Service or the Social Care team.

### **PART B – LETTINGS & USERS OF THE PREMISES**

The Governing Body has established and approved a policy for Lettings Regulations & Conditions of Hire and Use.

The cost of hire and the terms and conditions of the use of the premises are detailed in the Policy.

### **PART C – RECOUPMENT OF COSTS**

The Governing Body will ensure that all costs that should be recouped are received. Examples would include tuition costs of pupils where another local authority is responsible for the cost of the child's education, etc. Other costs to be recouped include: staff meals, staff telephone calls, private photocopying, etc.

APPROVED: ..... Chair of Governors                      Date: .....

..... Head teacher    Date: .....