



Life in all its fullness



Charging & Remissions Policy

Adopted:25-Apr-2018

Last Reviewed: September 2022

Next review date: September 2023

Why do we have this policy?

Under certain circumstances the school is permitted to charge parents/carers for activities under taken by their child(ren) or to ask for a voluntary contribution.

The Education Act 1996 requires that, before making such charges, the governing body must explain, in its charging policy, what services and activities it charges for and how the charges will be calculated.

Chargeable Activities and Services

Activities during school hours (except music)

The school recognises the huge benefit that a range of activities can have in enriching the curriculum and we also place great importance on arranging for experts, specialist teachers and theatrical groups and to visit the school to enrich the children's education.

Where activities take place wholly during the school day (8:55 am till 3:20pm) and are designed to meet or complement the national curriculum the school may not charge for the activity, even where there is a cost to the school of providing that activity.

The school benefits from the support of the Milton School Association (MSA) who contribute, wholly or in part, to the cost of some of these activities. However, in some cases the school will need to ask for a voluntary contribution from parents.

The amount of the contribution will usually be calculated by dividing the total cost of the activity by the number of children participating. Costs could include, but not be limited to:

- Transport to and from the venue
- Entry fees
- Costs of ingredients, materials and other resources
- Fees for specialist teachers
- Cost of additional staff hours

The contributions requested will not exceed the total cost of the activity.

It is important to stress that the contribution is voluntary and no child will be excluded from an activity because their parent is unable or unwilling to pay.

However, if insufficient voluntary contributions are received, the school reserves the right to cancel the activity.

Individual and small group music lessons during school hours

Music lessons which constitute part of the KS2 curriculum are, of course, delivered free of charge.

However, where the school provides the opportunity for children to have individual or small group instrumental or vocal tuition, at the request of parents, this is in addition to the national curriculum requirements and therefore is chargeable.

When lessons are offered, it will be made clear what charges will be made and whether they are payable directly to the tutor, their agency or to the school.

If the school provides instruments, CDs or books and you wish your child(ren) to own their instrument or copy, these too may be charged for on a case by case basis.

Optional activities outside school hours: before and after-school clubs

A range of before-school and after-school clubs run on a weekly basis during term time. Unless otherwise stated, these are run by third party organisations which set and collect their own fees for each club. Occasionally clubs are run on a voluntary basis by members of staff, in which case no charge is made for the club, although a charge may be made for materials used.

The governing body reserves the right to charge for after school clubs run by members of the school staff should the need arise, but any such charge would be communicated in advance.

Optional activities outside school hours: holiday clubs

Unless otherwise stated, these are run by third party organisations which set and collect their own fees for each club.

Optional activities outside school hours: ad-hoc after-school activities

Occasionally the school will arrange for the children to participate in or attend events after school (e.g. sports competitions, choir performances), which are in addition to the curriculum and are optional. Where possible the school will endeavour to provide these activities free of charge. However, if necessary the school may charge for participation. The charge will be calculated based on the anticipated total cost of the activity divided by the number of children expected to participate. The costs may include but not be limited to:

- entry fees
- transport to and from the venue
- cost of staff
- materials used

Definition of “outside school hours”

Sometimes an activity, such as a sport competition or choir performance, may start during the school day and finish after the end of the normal school day.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential Trips

Residential Trips are not part of the school's delivery of the National Curriculum, can cost in excess of £200 per child and need to be booked up to two years in advance to secure dates that fit into the rest of the academic year's programme. By virtue of the costs and timescales involved, residential trips are a special case.

The school may charge for board and lodgings, but can only ask for a voluntary contribution to all other costs associated with the trip including transport, activities, materials and staff time.

The school endeavours not to exclude any child from a residential trip, but reserves the right to refuse to take a child if the board and lodgings charge has not been paid. Parents who wish their child to attend a residential trip and have genuine difficulty paying the board & lodgings charge are urged to discuss the matter in confidence with the Head Teacher or Office Manager at the earliest opportunity.

Parents will not be charged for board and lodgings if they are eligible for:.

- 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 guaranteed element of Pension Credit
- Child Tax Credit (provided you're 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 you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

However, the parents may still be asked if they wish to make a voluntary contribution.

No child will be excluded from a trip simply because their parents are unable or unwilling to make the voluntary contribution. Between 18 months and 2 years before the trip is due to take place, the school will book appropriate dates and pay a non-refundable deposit.

In the event that parent contributions are insufficient to cover the cost of the residential visit, the school reserves the right to cancel the visit.

If a visit is cancelled, for whatever reason, the school will endeavour to refund any contributions made. However, if the school has already made non-refundable payments to the venue or coach company on behalf of parents or if the school has already become liable for 100% of the cost of the visit, the school reserves the right not to refund monies that it cannot recover.

Where a child is withdrawn from a trip at short notice (for example if they move to another school), the school will endeavour to refund the cost of the trip. However, if the school has already made non-refundable payments to the venue or the coach provider on the behalf of the parents/carer or if the school is already liable for 100% of the cost of the visit, the school reserves the right not to refund these monies unless the child's place can be taken by another child.

Reports and Letters

During the summer term, all children receive an annual report on their progress, for which no charge is made, and if children transfer to another school their files will be sent to their new school.

However, the school reserves the right to charge if you request additional reports, letters or completion of forms in support of your child(ren)'s application to a private or non-UK school. This is to cover the cost of staff time to prepare such documents.

This is a fixed charge for each report or letter sent, regardless of the length of time it takes for staff to prepare the document. The charge is fixed for the academic year and is reviewed annually during the summer term. For details of current charges, please refer to the schedule of charges.

Uniform & Equipment

School uniform is sold directly by the manufacturer and prices are set by the manufacturer, not the school. Materials and equipment sold by the school, rather than directly by the manufacturer, will be sold to parents at cost.

The MSA will arrange sales of second hand uniform donated to them by parents at least once a half term. The MSA is responsible for setting the charges for second hand uniform and all proceeds from the sale of second-hand uniform go to the MSA. As such, the charges for such items are not covered by this policy.

School Dinners

The charge for school dinners is set by the school's catering supplier. It is fixed for the academic year. For details of current charges, please refer to the schedule of charges.

School dinner money must be paid in advance. It can be paid weekly, half-termly or termly by cash or online payment.

Notification of Charges

Charges which are fixed for the academic year will be included in the annual schedule of charges, which will be displayed in the school office.

Charges and voluntary contributions for events, activities and trips organised during the course of the year will be communicated in advance.

Remissions

As previously stated, children whose parents are eligible for the specified benefits are exempt from paying board and lodgings on residential trips.

In some cases, the governing body may choose to reduce or waive other charges for these children and those eligible for Pupil Premium funding to enable them to participate in a range of extra-curricular activities. The level of support provided will be at the Head's discretion and based on the needs of each individual child. In the case of music lessons, the level of support will be limited to a maximum of two-thirds of the cost of group tuition and the hire of an instrument, if required.

If you are in receipt of one of the following benefits and the cost of an activity is preventing your child from taking part in it, you are encouraged to discuss the matter, in confidence, with the Head Teacher or the School Business Manager:

- 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 guaranteed element of Pension Credit
- Child Tax Credit (provided you're 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 you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Payment of charges and voluntary contributions

All charges are payable in advance.

The school accepts payment by cash and online payment.

Cash should be put in a sealed envelope with your child(ren)'s name, the amount enclosed and what it's for written on the front. Sealed envelopes should be handed directly to the office or may be handed by your child to their teacher.

For reasons of cash security, please do not hand loose cash to classroom staff and do not leave loose cash on desks in the office.

Credit and debit card payments must be made via the Pupil Asset Parents App. This is a free app for mobile devices, which can be downloaded from Google Play Store or Apple App Store. When setting up an account with the app, parents and carers must use the same email address as appears in their child's record for the purposes of receiving email messages from the school.

The school will not pursue parents for the non-payment of voluntary contributions.

Non-payment of charges will be pursued. Children's accounts will be monitored weekly and a slip sent home with the child advising parents/carers of any arrears.

Failure to respond to such communication and to settle the arrears may result in your child not being allowed to take school dinners or participate in chargeable activities.

Materials and equipment will not be issued until payment has been received.

It is the school's policy to continue to progress any debt until it is paid, rather than write-off bad debts. Any write-off would have to be set against the funding intended to provide the children's education.

If you are having difficulty in paying arrears you are strongly encouraged to discuss the matter, in confidence, with the Head Teacher or one of the office staff.

Divorced and Separated Parents

Financial arrangements between divorced and separated parents are a private matter for the individuals concerned. To avoid unnecessary intrusion by the school into these private matters, all correspondence regarding permissions and charges will be addressed to the parent/carer residing at the child's registered address as recorded in the school's Pupil Asset database. It will be the responsibility of that parent to pay any charges to the school and, if they wish to do so, to seek a contribution from the other parent towards those charges. This applies to all chargeable activities, including school meals.

Should parents wish the school to deviate from this policy, for example if parents have been awarded joint custody, the parents should jointly make a written request to the Head Teacher proposing how they would like any charges to be split between them.

Schedule of Standing Charges

Academic Year: 2022/23

School Dinners

Pupil meal (reception, year 1 and year 2)	FREE
Pupil meal (year 3 – 6)	£2.30
Child's meal (non-pupil, by invitation only)	£2.30
Staff meal	£2.76
Parent/carer meal (by invitation only)	£3.30

Reports

School application report	£50.00
---------------------------	--------

Approved: Governing Body

Date: 28th September 2022