



ALLFARTHING SCHOOL

Charging & Remissions Policy

Reviewed: Spring 21
Next Full Review: Spring 22
Role Responsible: Business Manager



Charging Policy

Introduction

At Allfarthing we recognise the valuable contribution that the wide range of additional activities including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum.

We believe that all pupils should have an equal opportunity to benefit from these activities and visits, curricular and extra curricular, independent of their parents/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered, whilst trying to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Residential Visits

At the start of the academic year, an expression of interest and a non-refundable deposit will initially be sought in order to determine the potential costs involved and whether the visit will be able to go ahead.

Information to parents will be given with as much notice as possible so that all parents can start contributing to the payment plan well in advance to make the cost more manageable. Individual payment plans will be drawn up as necessary.

Families of children arriving at Allfarthing mid-year will be made aware of this as part of the routine admission process.

Once the non-refundable deposit, is received, it will therefore be expected that parents are willing to make the contribution required as well as the fee for board and lodging.

In accordance with section 452 of the Education Act 1996, parents of children attending residential visits will be charged for board and lodging (the charge will not exceed the actual costs.)

For parents of children eligible for pupil premium funding or those who can prove that they are in receipt of a qualifying benefit; the school will make a contribution of 55% of the cost, as agreed by Governors, towards the cost of board and lodging for the residential visit, the qualifying benefits are:

- Income Support.
- Income-based Jobseeker's Allowance.
- 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)
- Income-related Employment and Support Allowance
- The guarantee part of Pension Credit
- Asylum seeker credit

All staff costs as well as cover costs whilst members of staff are away supporting residential visits will be met from school funds. These costs are not part of the final cost requirements from parents. Staff will be entitled to 1 day off time off in lieu in respect of attending the school journey.

Where insufficient voluntary contributions are raised to fund a residential visit and the shortfall cannot be made up, the visit may have to be cancelled.

Voluntary Contributions for Educational trips/visits

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have contributed in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may need to be cancelled.

The PTA contributes to school trips and workshops for all year groups (see separate guidance). These contributions will be deducted from the costs of the trips and contributions sought for the remaining costs.

Swimming

We will ask for voluntary contributions towards the cost of the hire of the swimming pool only.

School Lunches

School meals are required to be paid in advance through the schools online payment system. Parents who accrue arrears of more than 2 weeks dinner money will be required to supply packed lunches for their child until the arrears are cleared, unless a payment plan is agreed and adhered to.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Lettings

Please see separate lettings policy.

Instrumental Music

The school will purchase instruments and hire them to the pupils. Children will only be able to learn one instrument, due to the capacity of teaching timetable.

Parents will be asked about willingness to pay and support their child before the audition, and will sign to accept responsibility for the instruments, agreeing to pay for any necessary repair and to return it to the school. Payment for lesson tuition will be required every term in advance.

Children eligible for pupil premium or those whose parents are in receipt of qualifying benefits will be eligible for assistance with the cost of their child's lessons.

The school's contribution towards the cost of instruction/hire of instruments will be on a variable rate according to budget constraints. The rate will be decided annually by the school.

School trips and visits will be arranged around the instrumental lessons wherever possible but when unavoidable the lessons will be given on a different day or a refund arranged.

Parents will be expected to pay for entry to any External Examinations and for an accompanist.

After school clubs

All after school clubs run by the school are charged at £5 per session. Pupils in receipt of pupil premium funding or entitled to free school meals will have the cost of clubs reduced to £1 per session. Tutoring sessions are charged at £12 per session; concessions given to pupils who receive pupil premium funding or entitled to free school meals.

Nursery fees

Due to changes in funding of nursery places in Wandsworth we are now only funded for part time places. Parents can request a full-time place and can pay the additional charge of £25 per session or use the governments 30 hour childcare voucher scheme (lunches will be charged for separately). Payments are expected to be paid termly in advance or monthly by arrangement. Childcare vouchers are accepted.

Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services as follows:

- for providing an academic report to support a student's application to a private school. (See letter to parents Appendix 1)
- for providing a music report to support a student's application to a private school. (See letter to parents Appendix 1)
- for providing a sports report to support a student's application to a private school. (See letter to parents Appendix 1)
- for endorsing family passports at a rate of £20 per passport application.

Staff receiving these payments will be done via schools payroll in order for the appropriate tax and national insurance to be paid.

Refunds

Refunds will not be given in the event of holidays taken during term time or for occasional sickness.

Remissions Policy

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances

Approved by the Governing Body on: 27th February 2020

Appendix 1

Request for Payment for Private School Academic/Sport/Music Report (delete as appropriate)

Dear Parent / Carer of

We have received a letter fromSchool

Requesting a report for

As soon as we receive the £20 payment for this I will instruct the teacher to send the report.

Yours faithfully

Tom Holmes
Headteacher

APPENDIX 2

PTA Guidelines for contribution to school trips

The PTA is here to help support the education of the children of the school. This document sets out what the school and staff can expect and how to obtain PTA support. In summary PTA will help provide:

- **2 whole school events (for example, the Xmas panto);**
- **2 trips for each year group per year (reasonable coach costs or tickets, guides etc.);**
- **1 topic or developmental related activity for each year group; and**
- **proceeds from 2 cake stalls for each class to spend on appropriate class sundries as they wish.**

Altogether this amounts to the region of £15,000 of support to the school by the PTA annually but there is no fixed budget per year or per class. Some classes may do better than others in any given school year but over time it averages out so all the pupils benefit.

Cake stalls

These take place on the last Friday of the month with two year groups taking turns each month. The takings are divided equally between the four classes that baked.

Process:

1. PTA collects the proceeds and emails the total takings (and class' allocation) to the relevant teachers and class reps so you know what you have to spend.
2. Teachers, with class reps decide what they want to buy.
3. Then teachers can either:
 - 3a. Buy it and give PTA the receipt. She will reimburse.
 - 3b. Tell PTA how much you need and what it is for she will give you the cash.
4. Give all receipts for cake stall spend to PTA representative (directly or via bookbags) so can be accounted for.

Any monies not spent by a class at the end of the year belong to the PTA and cannot be carried over.

School trips & topic activities

If you are planning a school trip or workshop and would like the PTA to make a contribution the process is:

1. Agree the trip/workshop with your KS leader (or as required under the relevant school policy/process).
2. Email the following people with your proposal including anticipated costs:
 - Tom Holmes via Ali Good

3. Once confirmed by the PTA you can assume you are good to go from PTA perspective. Sometimes the whole cost can be covered, in other cases the class may also need to contribute.
4. Once the invoice is received, please forward to PTA treasurer who will arrange payment or if you have incurred the cost personally then send her the receipts and she will reimburse.

If you do not tell PTA in advance, we cannot budget and may not be able to make any contributions.

Remember each year group is limited to two PTA funded outings per academic year and one class activity.

Whole school events

Until told otherwise the PTA will assume that one of the two events will be the Christmas panto/show. For the second event, the Head, or whoever is organising, should approach the PTA directly in advance with their proposal.