St Margaret’s CE Primary School

Charging and Remissions Policy

March 2024

Review date: February 2025

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**Purpose**

The purpose of this policy is to ensure that there is clarity of process and rationale in terms of charging and remissions and to ensure that there is a document to which all can refer.

**Rationale**

It should be clear to all involved with school which charges are compulsory charges and which are

voluntary contributions.

**Key Principles**

Where a compulsory charge applies the school has adopted a zero tolerance approach to debt. See debt policy for further detail.

**Payment**

All monies to be paid to school via Arbor online.

Parents / Carers will be notified separately of any charity collections where cash may be collected.

**Education Act**

**Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.**

**Charging Policy – Appendices**

**Appendix A :-**

**1- Kidzone**

**Fees**

Fees are payable in advance, upon booing via Arbor. If you need to cancel your place, 4 weeks’ notice must be given by contacting the school office via email. If cancelling within the 4-week notice period, the standard charge will still be incurred. If cancelling more than 4 weeks ahead of the session, a full refund will be given. Any occasion of a parent picking up their children after 6.00pm will be documented – after 1 late arrival, parents will be charged £8.25 per late arrival – plus a surcharge of £8.25 per 15 minutes after 6pm.

**Payment**

Payments must be made via Arbor, childcare vouchers, or Government tax free scheme. The government has also introduced ways to help parents with childcare costs. Working parents may be entitled to claim:

* 30 hours free childcare. This is for working families in England with 3 and 4-year-old children. An extra 15 hours a week of free childcare - so 30 in total.
* Tax Free Childcare. This is for working families, including the self-employed, in the UK with children under 12 (or under 17 if disabled).
* Tax Credits for childcare. This is for working families, in the UK with children under 16 (or under 17 if disabled)
* Universal Credit for Childcare. This is for working families claiming Universal Credit, in England, Scotland and Wales with children under 16. To find out if you could be eligible for government help with childcare costs. Find out more here: https://www.childcarechoices.gov.uk

**2 - School Meals**

You may be eligible for Free School Meals if you receive a qualifying benefit.

This could be:

* Universal Credit - your household earned annual income must be less than £7,400 after tax and not including any benefits
* 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 four weeks after you stop qualifying for Working Tax Credit

Once the roll out of Universal Credit is completed in March 2025 anyone who no longer meets the eligibility criteria, either because their earnings are above the limit or if they no longer receive Universal Credit, will continue to receive Free School Meals until the end of their current phase of education (i.e. primary or secondary).

The Universal Credit rollout is currently expected to complete in March 2025.

**3 - Pupil Activities**

Activities offered as an essential part of the National Curriculum will be provided free of charge.

The school may invite voluntary contributions for activities which are offered wholly or mainly during normal teaching time. No child should be excluded from any such activity on the basis of non-contribution.

**4 - Remissions**

For activities during or outside the normal school’s hours the school will operate a Remission policy whereby parents having genuine difficulty in making payment will be encouraged to contact the Head Teacher and asked to make a reasonable contribution dependant on circumstances.

The school’s aim is that no child will be denied an activity because of parents’ inability to pay.

**5 - Extra Curricular Clubs**

Extra-Curricular clubs are optional to children.

Optional activities provided wholly, or mainly outside normal school hours may be charged for at the discretion of the school and Governors. The charge should not exceed the actual cost.

**6 - Music Tuition**

Music tuition is an optional activity open to children in KS2. The cost is compulsory and payable termly in advance. The tuition is purchased via the Solihull MBC Music Service on an annual basis. If a child wishes to cease their music tuition at least one terms notice is required, and parents/carers may be asked to pay the full annual cost.

Music tuition charges are available from the school office.

**7 - Swimming**

School invites voluntary contributions for this activity.

No child will be excluded from any such activity on the basis of non-contribution.

**Appendix B - School Trips, Visits and Activities**

Parents or legal guardians may be asked to contribute to specific costs incurred, up to the actual cost for each child. An example would be a trip to Warwick Castle, cost of castle entrance and transport would be chargeable to parents/guardians.

To comply with the Act, any charge to parents / carers must be described as a ‘voluntary contribution’. The Act also stipulates that ‘failure by a parent / legal guardian to promise to make a voluntary contribution will not affect the participation of their child(ren) in whatever event is arranged.’ St Margaret’s CE Primary School will follow these procedures:

1. Monies for trips or events shall be requested to be received in school at least one week in advance in order to allow time for cancellation of the rip / event if necessary
2. The voluntary charge for each trip or event shall be described as a ‘voluntary contribution’ but parents / legal guardians will be expected to pay for the full specific cost of their child’s outing.
3. The finances of the school are such that unless the overwhelming majority of parents voluntarily contribute the full cost of their child’s school trips, the school will find itself unable to continue with the trip / event.

**Appendix C - Hall Hire**

CONCESSIONARY SCHOOL ROOM HIRE CHARGES: Academic Year 2022/2023

£20.00 per hour -  Min of £50 for a Casual Letting. Monday to Friday only.

Weekends or long term letting fees are negotiable and in agreement with LAB and Head teacher

Policy ratified the LAB February 2024.

Chair of LAB……………………………………….

Head Teacher ……………………………………..