



SILCHESTER CHURCH OF ENGLAND PRIMARY SCHOOL

Compassion, Courage & Respect

Charging and Remissions Policy

VISION STATEMENT

Our **vision** for Silchester is for **everyone to flourish**.

Our school is a place of love, of belonging and family.

We have a **heart for people**, inspiring everyone to be the best version of themselves:
for themselves, for others, for our community and for our world.

With our roots deeply embedded and nourished by our Christian values, we will **thrive together**.

We will reach out to each other, our community and the wider world with
Compassion in our hearts.

We will live bravely, showing *Courage* to keep going when facing challenge.

We will *Respect* ourselves and others, embracing everyone's unique gifts,
and value the contribution that we can all bring to God's world.

Last Reviewed :- September 2024

Date of Next Review :- September 2027

Aims

The aims of this policy are to:

- i. Provide guidance and a point of reference for Staff, Governors, parents and other bodies/individuals who may wish to know how charging and remissions are dealt with in our school;
- ii. Ensure the Charging and Remissions Policy is applied consistently throughout the Federation.

Charges

The school will apply any charges levied by the LEA for services which it provides and also the remission arrangements which the Authority considers appropriate. The school reserves the right to levy a charge in any circumstances permissible under the Education Reform Act.

Voluntary Contributions

Schools can ask parents for voluntary contributions towards the cost of:

- Any activity that takes place during school hours
- School equipment
- School funds generally

We aim to provide opportunities for educational visits out of school, for visitors to come into school and to show the children examples of excellence e.g. Musicians, sportsmen and women. Teachers are encouraged to organise visitors to school and outside visits in order to enrich the curriculum for children.

Parents may be asked to make voluntary contributions for any visit or journey organised by the school and approved by the Governing Body or delegated Committee. The matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity, which is funded through voluntary contributions. The school reserves the right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place. Should a pupil be absent on the day of a visit, a refund can only be made in respect of entrance fees, not travel costs.

Remissions

The Governors will apply the statutory minimum remissions to any charges, which they make: that is in respect of pupils whose parents are eligible for Free School Meals. To check your eligibility and to apply, please go to <https://www.gov.uk/apply-free-school-meals> or ask for assistance in the school office. Any further remission of charges will be at the absolute discretion of the Governors or Executive Headteacher.

Breakages

The Governors reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakages, loss or damage of books, equipment or material other than normal fair wear and tear.

Charging in Kind

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for ingredients, material, equipment etc. needed.

No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

Music Tuition

Music tuition provided by external agencies, is available to pupils at this school for an additional cost. These must be booked and paid for directly with the music service.

External Clubs

Clubs provided by external agencies, are available to pupils at this school for an additional cost. These clubs mostly run after school. These must be booked and paid for directly with the external agency.

Current clubs include but are not limited to;

Judo
Tag Rugby
Football
Tennis
Netball

Procedures for Residential Visits

Schools can charge for the full cost of board and lodgings for all residential visits, additional voluntary contributions towards extra activities and transport can also be made.

Parents in receipt of certain benefits and entitled to Free School Meals, may be exempt from paying the full cost of board and lodgings. Parents are requested to speak to the School Business Manager regarding payments.

Dinner Money

Pupils requiring a school meal are requested to pay for meals in advance at the rate applicable at that time, unless they have applied and qualify for Free School Meals or are in receipt of Universal Infant Free School meals (Year R to Year 2).

Parents will be invited to apply for free meals regularly through newsletters and parent mails. Those that qualify will automatically be sent renewal forms as required. If a parent has failed to renew their application for free school meals and no payment is received, the above procedure will apply. Applications which the school office is unable to approve will be sent to the DSS for approval – meals will continue to be provided up to a maximum of three weeks, whilst approval is awaited. If the application is denied, any meals taken will be charged retrospectively.

Outstanding dinner money will be dealt with as follows:-

- The school office will chase for outstanding payments on a weekly basis for those where debts total five meals.
- Where a debt remains outstanding beyond two weeks (i.e. ten meals), a letter will be sent requesting payment and advising that the school will no longer be able to provide meals.
- In the event of a person defaulting for a second or third duration, the final stage letter will be sent at the end of the first week in which the default occurs.

Where a family (more than one child) debt is accrued meals may be withdrawn after one week (i.e. five meals per child) at the discretion of the Executive Headteacher.

Sales

The school provides a free water bottle and book bag when a child starts at the school. If a parent would like a replacement, the school will make a charge for this. The charge will not be more than the cost of the item.

Lettings

Schools are allowed to provide facilities that can be used by the local community, for example out-of-hours childcare. Schools can charge for the use of these facilities, and a profit can also be generated, providing it is spent on the purpose of the school and/or on community facilities.

Returned Cheques

Cheques returned unpaid are received from the County Treasurers Department approximately 3 weeks after banking. The school office will contact the drawer and request a replacement payment, which may be by cheque. If further cheques are returned by the same drawer within the same school term, consideration will be given to refusing future cheque payments.

Chases for Payment

The following methods for chasing payment may be used:-

- Email home via Scopay
- Text message via Scopay
- Reminder via Home-school Book
- Telephone call home