



Churchdown Village Infant School  
Promoting Lifelong Learning

# Charging and Remissions Policy

## Aim

Churchdown Village Infant School believes that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means.

This charging and remissions policy describes how the school will minimise the financial barriers which may prevent some pupils taking full advantage of any opportunities being offered.

### **1. No charges will be made for**

- Education provided during school hours (including the supply of any materials, books or other equipment) within the National Curriculum.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- Education provided on any trip that takes place outside school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested if Friends of the School cannot help.
- Pre-School fees up to 15 hours a week threshold under the Government Free Childcare Grant Funding.
- School Dinners – are free for all pupils in Infant School under the Universal Free School Meals directive from the Government.
- School Milk – those pupils who are eligible for Free School Meals

## **2. Charges WILL be made for**

- Activities outside school hours – Before and After School Club, Extra Curricular Sports (a reduction in costs currently being offered under the Government Sports Funding) and Holiday Sports
- Pre-School fees over the 15 hours a week threshold
- A one-off annual cost of activities including a school trip, book bag, Christmas Party, Christmas present, Spanish and Music for Pre-School made payable at the start of the year.
- Music tuition – peripatetic violins, keyboards and ukuleles will be required to pay for a whole term. Written notification to be given by parents before the end of term if pupil no longer wishes to continue.
- Recorders – although no charge for lessons, parents can buy through the school at a discount, recorders and books if they so wish.
- School Dinners – for Pre-School pupils will be invoiced once a term. Any credits will be discounted the following term and money refunded at the end of Summer term.

## **3. Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made may be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived. Criteria for qualification for remission are given below:

Parents in receipt of –

- Income support
- Income based jobseekers allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension
- Pupil Premium – service children (if not being used for EAL), Free School Meals and Looked After.

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the Governing Body taking into account as to whether additional help is justified. A Bursary Form can be requested from the School Office.

#### **4. Additional Considerations**

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits at the beginning of each term
- Allow parents to pay in instalments
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

#### **5. School Charges and Reclaims**

The school will seek a yearly rent, to be paid monthly via online bank transfer from Before and After School/ Sports Club. This will be reviewed annually to take into account inflation of services.

The school will seek a yearly rent, to be paid monthly via online bank transfer from Pre-School. This will be reviewed annually to take into account inflation of services and will be dependent on number of pupils taking up places.

The school will reclaim salaries, to be paid monthly via BACS transfer from Before and After School/Sports Club.

The school will reclaim salaries, to be paid monthly via BACS transfer from Pre-School.

## **6. Terms and Conditions**

The Governing Body of Churchdown Village Infant School, in partnership with the school accountants and auditors, has requested the following terms and conditions. These are to be printed on the back of all invoices sent to parents and to be included in the Terms and Conditions acceptance letter.

1. Payment should be made within 28 days
2. Payment should be accompanied where possible with the remittance slip
3. Methods of payment:
  - By CROSSED CHEQUE payable to C.V.I.S. and/or BASC/PRE-SCHOOL account
  - Childcare vouchers or online banking – please ask at school office for banking details
  - Receipts for payment will only be issued for cash
  - Non-payment after 28 days, the criteria in the Charging and Remissions Policy will come into place.
  - Non-payment after the criteria will incur the debt to be sent to Harrison, Clark, Rickerbys, the school's solicitors.

## **7. Non-payment criteria**

The Governing Body of Churchdown Village Infant School, in partnership with the school accountants, has requested the following criteria be in place for non-payment:

- After 28 days in arrears, a repeat invoice will be issued with a stamp stating that the account is now overdue.
- After 42 days in arrears, a repeat invoice will be issued with a letter from Headteacher requesting immediate payment.
- After 56 days in arrears, a letter from the Chairman of the Finance Committee will be sent stating the debt will be sent to the school solicitors the place or sessions will be rescinded.

### **Relationship to other Policies**

This policy is to be read in conjunction with the Finance, Educational Visits, Equality and Diversity, Special Educational Needs and Enrichment Policies.

### **Review**

This policy was drafted and its implementation and effectiveness is seen as the responsibility of, and will be supported by, the Headteacher, Chairman of Finance Committee, Finance Administrator and the Company Secretary.

It will be reviewed annually with the Finance Policy and the Academies Financial Handbook and will be accepted at the first Finance Committee meeting in the Autumn Term.

Reviewed: 15<sup>th</sup> November 2016

Signed

A handwritten signature in black ink, appearing to read 'RMS Odele', with a long horizontal flourish underneath.

Chairman of Finance Committee