

Charging, Remissions and Governors' Allowance Policy

Bisley Blue Coat CofE Primary and Oakridge Parochial School



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CHARGING & REMISSIONS POLICY

INTRODUCTION

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

VOLUNTARY CONTRIBUTIONS

When organising educational visits or activities, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to cover the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. The costs do not include any component to subsidise those who do not pay.

If a parent wishes their child to take part in an educational visit or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the visit or activity. Sometimes, through fundraising, the school pays additional costs in order to support the visit. Parents have a right to know how the cost per head of each visit is arrived at, but not a specific breakdown of who has contributed and who has not. The school provides the relevant information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- educational visits
- musical events

Swimming

The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. The cost of instruction and lifeguards is born by the school. Parents are asked to make a voluntary contribution towards the cost of transport. We inform parents when these lessons are to take place.

Adult Helpers

In order to comply with health and safety guidelines and risk assessment requirements, correct supervision ratios of adult to pupils must be achieved for any off-site activity. Adult helpers may be requested to support staff during these activities. No charge will be made to adult helpers. The costing of the activity will include the required number of adults. Most establishments will offer a number of free places for adults.

ADDITIONALLY CHARGED PROVISIONS

Parents may opt to receive certain supplies or services provided through the school. These may incur an obligatory charge. These optional extras require payment in advance or will be invoiced within 10 days of the receipt of the supplies or service. Payment must be made within 15 days of issue of the invoice.

Extended School Provision (Before and After Clubs)

Parents have several options for paying for extended school provision. They can pay in advance or as they use the service. A receipt will be issued to confirm payment has been received. Alternatively, parents can be invoiced at the end of each term if their child attends 1 or more sessions per week. If paying in arrears by invoice, the terms are that payment must be received within 15 days of the date of the invoice. The remittance slip on the invoice must be submitted when the payment is made.

Parents may pay by cash, cheque, BACS (or by childcare voucher - **Bisley**)

If parents fail to make payment within 15 days, a reminder will be sent asking for immediate payment. If accounts remain in debt, the school may refuse access to the extended schools service until such time as the debt is cleared. If there is a poor record of making payments, the school may insist that payments are made in advance or as the service is used so that debt is not accrued.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year. At **Bisley** Music Tuition is invoiced in advance of lessons by the music teacher directly to the parent. At **Oakridge** lessons are currently subsidised by the Trust and parents are asked to pay £75.00 per block of 10 week sessions (£37.50 for joint singing tuition in groups of 2 or 3 pupils). Should music tuition no longer be required, a term's notice is required by the music teacher and parents will be charged for this notice period.

Parents will be asked to purchase recommended music books.

Parents will be required to provide the cost of examination fees and musical accompaniment.

Instrument Hire

Instruments may be hired through Colwell Arts Centre. Parents are required to pay a term in advance. Invoices will be sent to the individual child's home by Colwell Arts Centre, and are payable directly to Colwell. In addition, guitars may be hired through Richard Tuttle.

Residential Visits

If the school organises a residential visit in school time or mainly school time, which is to provide education to enhance the National Curriculum, we do ask for mandatory contributions to cover the cost of the visit. As these residential visits are often expensive, the school cannot afford to pay for children whose parents do not contribute. Pupils whose parents are on income support can apply for funding from a local community charity. All costs associated with the residential visit (e.g. accommodation, meals, activities, transport) are charged on a per pupil basis.

If insufficient numbers of children opt to take part in the residential, it will be cancelled.

In the event of any parent insisting that their child participates in the visit without a mandatory contribution, the school reserves the right to cancel the whole visit.

Residential visits are optional. Provision is made to educate children at school if they do not participate in the residential.

The school will bear the cost of adult helpers attending the residential and the cost of teaching cover in school during the residential. This cost is not passed on to parents.

Materials & Equipment

Charges may be made for materials in subjects such as technology and art when the product will be taken home by the pupil.

After School Activities

Children may choose to take part in extra curricular activities. These activities are not a necessary part of the national curriculum. Where a charge is made, this is to cover the cost of instruction or materials. Instruction may be provided by independent organisations. Parents may be asked to provide their child's own equipment such as a recorder or music book.

Parents will be required to cover the full costs for activities taking place out of school. The school will strive to keep these financial contributions to a minimum and to achieve value for money.

Children are committed to participating in the club on a termly basis. No refunds can be given if children miss a session or choose to drop out.

The collection of money will be dealt with by a nominated volunteer concerned with the administration of the respective club.

- The initial request for money should be made in writing and verbal reminders given.
- If payment is not made the matter is to be referred to the Head who will take responsibility for contacting the parents.
- If payment is still not made, the child will be asked to leave the club through contact with the parent.

The club must issue a statement to parents showing a simple breakdown of money received and expenditure on an annual basis (or termly, if this is more appropriate).

School Meals

It is the responsibility of the parent or guardian to ensure that their child is provided with a nutritious meal at lunch time. Parents may opt to provide a packed lunch or to pay for a hot school meal provided by a contract caterer.

Free School Meals are available to children of families on low income. Please ask at the school office for more details about qualification for this.

Universal Infant Free School Meals (UIFSM) - Children in Key Stage 1 (Reception, Year 1 and Year 2) are entitled to a free school meal. Funding for UIFSM is determined by pupil uptake as measured

on pupil census days (October, January and May). Parents are asked to encourage their child to take a free meal on the census days even if they would not normally do so. This will help ensure that the school achieves maximum funding for UIFSM. Any shortfall in funding has to be met from within the school budget.

The school is responsible for ensuring payment is made for school meals. Parents use an online system called ParentPay to make payments. The school is then invoiced by the contract caterer. **School meals may only be taken if they are paid for in advance.**

Parents are required to pay for meals by 9am on Friday for the following week's meals. At **Bisley** menu choices must also be made by 9am on Friday. Menu choices are entered onto the register for the forthcoming week, which are then printed off and passed to classroom staff. At **Oakridge** pupils select their menu choice each day.

Please note that only under exceptional circumstances will children be allowed to pay on the day for a meal.

Parents may choose to pay for more than one week in advance, and to make menu choices for more than one week.

If a child is absent, the meal credit will be carried forward. If a child goes home from school after 10.30am the ordered meal cannot be cancelled and the parent will be charged for the meal.

The school reserves the right to refuse meals to any child who has not paid for a meal. If a child asks for a meal and payment has not been received, parents will be contacted to provide a packed lunch. It is the responsibility of the parent to ensure that there is sufficient credit before ordering meals.

At the end of the academic year, any credit above £5.00 on ParentPay will be reimbursed for school leavers. For all other pupils, the credit will transfer to the new academic year. If there is a younger sibling still at school, the leaver's credit will be transferred to the sibling. Please note that parents should endeavour to use up any credit on ParentPay before their child leaves. Credit cannot be reimbursed if the original credit transaction is more than 6 months old or the card has expired.

Parents should ensure that their account is not in debit at the end of the academic year. Accounts will be reset to zero and the debt removed to a separate debt item. This debt remains the responsibility of the parent and must be cleared in full as soon as possible.

Milk

Children under the age of 5 are entitled to free milk. The school organises the delivery of free milk through Cool Milk. Children stop having milk when they turn 5.

FINANCIAL HARDSHIP

At **Bisley** the school maintains a small fund to subsidise the participation of students in activities who may otherwise be unable to take part. This fund relies on the donation of monies to the school from sources such as the charity of Ancient Parish of **Bisley**. Subsidies are therefore discretionary and based on the funds available. At **Oakridge** the Oakridge Parochial School Charitable Trust subsidise the participation of students in activities who may otherwise be unable to take part.

It is expected that this subsidy normally will not exceed 50% of the cost of the activity. All subsidies must be approved by the Headteacher. Parents wishing to apply for a subsidy may do so by contacting the Headteacher. Such applications will be dealt with in confidence.

Tax Free Childcare/ Childcare Vouchers (Bisley only)

The government offers parents the opportunity to salary sacrifice from gross earnings in order to pay for childcare. Childcare covers any extended school activity such as breakfast club, after school club or activities. Tax free childcare can also be used for pre-school.

GOVERNORS' ALLOWANCE POLICY

Each of the current *Governors* at Bisley Blue Coat School and Oakridge Parochial School work on a voluntary basis and do not intend to claim any allowances in respect of the carrying out of their duties.

The *Governors* are, however, aware of the discretion they have under the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 to pay certain allowances incurred by *Governors* in carrying out their duties and recognise the importance of ensuring equality of opportunity for all members of the schools' communities to serve as a *Governor* in the future.

Therefore, on a case by case basis, and with the prior approval of the Governing Board, a *Governor* will be entitled to claim for the following:

- Childcare or babysitting allowances;
- Cost of care arrangements for an elderly or dependent relative;
- Travel costs to off school site meetings and/or training courses; and
- Other reasonable and justifiable out of pocket expenses,

in circumstances where the failure to pay these amounts would result in an individual not being able to take up a role as a *Governor* or, once appointed, not being able to continue in their role as a *Governor*.

This policy will be reviewed by the *Governors* on an annual basis.