

THE QUEENSWELL FEDERATION

CHARGING & REMISSIONS POLICY

Policy Written by: Spencer Clayton

Date Written: February 2024

Date for Review: February 2026

Ratified by Governors: February 2024



Rationale

The 1996 Education Act requires all schools to have a policy on charging for school activities, which will be kept under regular review. This policy identifies activities for which:

- charges will not be made
- charges will be made
- charges may be waived.

Aims

- To provide a range of activities that enhance the curriculum;
- To recoup costs of extra activities that cannot be covered within the school's main budget;
- To ensure equal access to all extra activities within the school day;
- To maintain the right to free education;
- To establish activities that are offered wholly or mainly during normal teaching time, which should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give the school the discretion to charge for optional activities provided wholly or mainly outside of school hours. If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening;
- To confirm the right of the school to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Equalities:

At The Queenswell Federation we believe it is the right of all pupils, regardless of their gender, ethnicity, physical ability or linguistic, cultural or home background to have access to high quality learning experiences in stimulating and supporting environment where prejudice and stereotyping are challenged.

We are strongly committed to positive action to remove and challenge discrimination in all aspects of the School and its work. The importance of staff awareness regarding the dangers of preconceived expectations based on stereotypes is essential and we bear this in mind when arranging activities that may incur charges based on the guidelines below.

Guidelines:

No charges will be made for:

- Education provided during school hours, with the exception of optional music or other tuition (including the supply of any materials, books, instruments or other equipment);
- Education provided on any trip that takes place during school hours;
- If it is part of the National Curriculum, or if it is part of the school's basic curriculum for religious

education;

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Enrolling a child at the school;
- **Implementation**
- By Law, NO CHARGE can be made for any educational activity (such as shows, workshops, theme weeks etc.), including educational trips away from the school which take place **during school hours**. The school may request voluntary contributions towards the cost, but all pupils will be treated in the same manner regardless of parental response or ability to respond. **It must be emphasised that lack of sufficient parental support and contribution will put all activities into jeopardy. If we do not receive at least 80% of the cost of the trip, then it will be cancelled.**
- It is the policy of the school to continue as far as possible to provide the range of such activities currently offered;
- Costs for all activities will be calculated fairly without profit to the school. The school aims to charge no more than £30 in one year excluding swimming and residential trips;
- As swimming is part of the National Curriculum, we cannot charge for lessons; however, the school asks for voluntary contributions to support this activity;
- As individual music lessons require us to pay for extra staff, these are also paid for;
- Pupils may produce a piece of craft work or cookery to take home. On occasions, there may be projects that require equipment beyond that of the curriculum budgets; therefore, in some cases, the school reserves the right to charge parents/carers for this and if equipment can be reused, then the school may retain such items if parents/carers have not paid. This would only be in exceptional circumstances;
- Children may be invited to participate in an educational school journey out of normal school hours. Charges for such activities will be calculated and parent/carers must pay the full amount unless there are exceptional circumstances. If this is the case, parents/carers may request financial assistance (from the Pupil Premium allocation or Necessitous Pupils' budget) to the Head of School or SLT, but it would be expected that some contribution is made;
- Charges are made for using the breakfast and after school clubs in line with the Extended Services Policy;
- The school will charge for additional letters for confirmation of attendance, passport completion and other documentation not directly related to the business of the school and requested by parents/carers for other purposes
- Appropriate steps may be taken to recover costs resulting from wilful (non-accidental) damage to the school or its property by a pupil, to include payment for wilful damage to or loss of books and equipment.

School Lunches:

- A charge will be made for children who take a school meal unless the parent or carer is in receipt of the support payments listed below. Charges will reflect the actual cost of the meal to the school which includes additional on-costs;
- **Universal Free School Meals for Infants:** the government introduced Universal Free School Meals for Infant children from September 2014 (Reception, Year 1 and Year 2), so no charge will be made whilst this initiative is in place.
- **Mayor Of London Free School Meals Initiative:** the Mayor of London has introduced Free School Meals for Junior children from September 2023 (Years 3 – 6), so no charge will be made whilst this initiative is in place.

Persistent Late Collection:

A charge of £10 will only be made when a child is collected after 3.15pm (in the Infants) or 3.30pm (in the Juniors) on 6 occasions in each half a term, following a meeting with the Head of School. The Head of School

would use their discretion and consider any extenuating circumstances.

Full Day Nursery Charges

All 3 and 4-year-old children are entitled to attend nursery for 15 hours each week without charge. Any other additional provision that is accessed over the 15 hours will be charged to parents.

Some parents/ carers may wish to take advantage of our extended day nursery provision for their child/ren. In providing such education and care, it will be necessary for such places to be self-financing. Therefore, a charge will be made for each extended day session attended by the child. The cost per session is reviewed annually and may be subject to change to reflect changes in staffing and resource costs. Information about changes in costs will be given to parents and carers at least half a term in advance of the change.

Extended day placement is offered in accordance with Queenswell Infant and Nursery School admissions criteria and the Terms and Conditions for Payment of Extended Day Nursery Placement, which also contain details of current rates on a sessional basis. Discounts are provided for those who book and pay in full half termly in advance.

2-year-old provision (if in existence)

Some parents and carers may wish to take advantage of our 2-year-old provision for their child/ren. In providing such education and care, it will be necessary for such places to be self-financing if the child is not entitled to a free place. Therefore, a charge will be made for each place where the child is not entitled to free 2-year-old education. The cost per session is reviewed annually and may be subject to change to reflect increases in staffing and resource costs. Information about changes in costs will be given to parents and carers at least half a term in advance of the change

Remissions Policy

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- 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 4 weeks after you stop qualifying for Working Tax Credit
- 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).

Related Policies and documentation:

- Equalities Policy
- Admissions Policy
- Dinner Money Debt Policy
- Terms and Conditions for Payment of Extended Day Nursery Placement
- Curriculum Policy.
- Extended Services Policy

RE: Free school meals eligibility changes (If applicable)

Dear Parent/Carer,

The government has made changes to the eligibility criteria for pupils receiving free school meals. Free school meals are now available to any family in receipt of one of the following benefits:

- Income Support (IS)
- income-based Jobseeker's Allowance (IBJSA)
- 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 4 weeks after you stop qualifying for Working Tax Credit
- 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).

I don't claim free school meals – do I need to do anything?

Registering your child not only provides free healthy meals every lunchtime, it raises an additional **£1,385** for the school from the government. This money is used by the school to offer pupils invaluable additional support and to fund after-school activities.

To check whether your child is eligible, please contact the school office via email or telephone. They will provide you with a short form to complete. Using this information, we can check if you are in receipt of a qualifying benefit and, if you receive Universal Credit, that your earnings do not exceed the threshold.

If you are eligible, your child/children will receive free school meals and the school will receive additional funding.

I already receive free school meals – will I stop receiving them?

If you currently receive free school meals but don't meet the new criteria outlined above, your child will continue to receive free school meals until the end of the Universal Credit rollout period (expected March 2022) – this will apply even if your earnings rise above the new threshold or you stop being entitled to Universal Credit.

Once Universal Credit is fully rolled out, your child will continue to receive free school meals until the end of their current phase of education, i.e. primary or secondary.

Where can I find out more?

The school administrator can help you if you need any further information.

Thank you for your support and for helping to make sure the school receives as much funding as possible to give every pupil the support and education they deserve.

Yours sincerely,

Head of School

RE: Free school meals eligibility (if applicable)

Dear Parent/Carer

We are looking forward to your child starting at our school in September, I am contacting you to check whether you claim any of the following benefits:

- Income Support (IS)
- income-based Jobseeker's Allowance (IBJSA)
- 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 4 weeks after you stop qualifying for Working Tax Credit
- 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).

If you do you can claim free school meals. Registering your child not only provides free healthy meals every lunchtime, it raises an additional **£1,385** for the school from the government. This money is used by the school to offer pupils invaluable additional support and to fund after-school activities.

The more eligible pupils that are registered for free school meals, the more funding our school receives. Registering does not mean your child has to take up free school meals if they don't want to. You should still register for free school meals even if:

- your child already receives universal infant free school meals
- you would rather your child had a different meal, such as a packed lunch.

To check whether your child is eligible, please contact the school office via email or telephone. They will provide you with a short form to complete. Using this information, we can check if you are in receipt of a qualifying benefit and, if you receive Universal Credit, that your earnings do not exceed the threshold.

If you are eligible, your child/children will receive free school meals and the school will receive additional funding.

Thank you for your support and for helping to make sure the school receives as much funding as possible to give every pupil the support and education they deserve.

Yours sincerely

Head of School