



Governor Lead: Martyn Shapter
Nominated Lead Member of Staff: Vicki Chiverton
Status & Review Cycle: Statutory Annual
Next Review Date: September 2023



St Jude's Church of England Schools Federation

CHARGING & REMISSIONS POLICY

These schools are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

INTRODUCTION

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the DFE guidance.

POLICY STATEMENT

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge.

Voluntary contributions will be sought for activities during the school day which entail additional costs, for example visitors to school, visits outside of school and swimming.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities.]

Optional activities outside of the school day A

The school will charge for optional, extra activities provided outside of the school day, for example football and judo clubs (run by external providers). Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Clubs run by school staff are free of charge.

Residentials

Charges will be made for board and lodging, except for pupils who meet the current free school meals eligibility criteria. Other charges will be made to cover costs where necessary following guidance. In such cases parents will be told how the charges were calculated.

Charging in Kind

The school may charge for, or require the supply of, ingredients and materials if parents have indicated in advance a wish to own the finished product, if there is one. Written confirmation will be sought from parents indicating they wish to supply or pay for materials. Pupils will not be treated differently according to whether or not the materials are being provided by their parents. The school recognises that much of the practical work in craft or food technology is of an investigative nature and will not necessarily result in a 'finished product', however it is an essential part of the learning process.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who meet the free school meal eligibility criteria.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

The fees for music tuition are paid directly to Surrey County Council.

Remission of charges

St Jude's C of E Schools Federation will inform parents on low incomes and in receipt of the relevant benefits that they may be entitled to full or partial remission of charges when parents are asked for contributions towards the cost of school visits. The relevant benefits are aligned with the Free School Meals (FSMs) criteria as detailed below:

- Income Support
- Income-based Jobseeker's Allowance (IBJSA)
- Income-related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State 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

St Jude's C of E Schools Federation will make budgetary provision for any potential shortfall in contributions to school activities or visits from the deprivation funding within the school's budget share, and within Pupil Premium funds. In addition, voluntary donations or unrestricted funds may be used to help with the cost.