



Newtown C of E Primary School

Charging and Remissions Policy

Ratification Date:	May 2018	Mrs Emma Howlett (HEADTEACHER) Mrs Janet Cane (CHAIR OF GOVERNORS)
Reviewed	January 2023	Signed: Mrs Wendy Mitchell (ACTING HEADTEACHER) Mrs Glynis Wright (CHAIR OF GOVERNORS)
Reviewed	January 2025	Signed: Mrs Emma Howlett HEADTEACHER Mrs Glynis Wright (CHAIR OF GOVERNORS)
Next review	January 2027	

School Vision

At Newtown C of E Primary School, our motto is enriched and sustained by our Christian values of **Love, Courage and Friendship**, rooted in the teachings of the Bible. We are guided by the call to *“love one another as I have loved you”* (John 13:34), *“be strong and courageous... for the Lord your God is with you wherever you go”* (Joshua 1:9), and *“a friend loves at all times”* (Proverbs 17:17).

As a school at the heart of an evolving community, we warmly welcome children and families from a wide range of backgrounds and experiences. We are enriched by the unique qualities each child brings and value the talents and perspectives that help us grow together.

We are an aspirational school serving our community. We seek to know, understand and celebrate every child, nurturing their individual strengths and talents. We prepare our children to become confident, responsible global citizens in an ever-changing world, guided by our core values of love, courage and friendship.

Through **Love**, we show kindness, compassion and generosity, building a community where everyone feels safe, welcomed and valued. Through **Courage**, we persevere, meet challenge with confidence, and stand up for what is right with honesty and grace. Through **Friendship**, we grow together — encouraging one another, celebrating each other’s gifts, and looking to the future with hope and aspiration.

We live out these values by:

- Being a caring, welcoming and inclusive Christian community where staff, pupils, parents and governors work together in a safe and supportive environment, inspired by *“Above all, love each other deeply”* (1 Peter 4:8)
- Promoting the welfare and dignity of every child, safeguarding them from harm — including physical, sexual and emotional abuse, neglect and bullying — in accordance with statutory guidance in *Keeping Children Safe in Education* (Department for Education)
- Providing a rich, engaging curriculum that equips children with the knowledge, skills and character to become lifelong learners and responsible citizens, reflecting Christian teachings and British Values

- Building strong, positive partnerships with parents, the church and the wider community, and encouraging participation in local, national and global initiatives
- Fostering our Learning Behaviours of Resilience, Focus, Independence, Self-Regulation, Respect and Boundaries, encouraging children to act with integrity, perseverance and kindness in all they do

At Newtown, we want every child to know they belong, are cherished, and are capable of great things. Through **Love, Courage and Friendship**, we grow minds, shape futures and journey together in hope.

1. Overview and Purpose

Newtown C.E. Primary School endorses the principles of the Education Act (2011, 1988) in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience.

We believe that all our 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 we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

In providing activities which take place during the school day the school may have to meet additional expenses, for example specialist groups working with pupils in school or additional equipment and resources which need to be purchased. The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place, wholly or mainly (50% or more) during normal teaching time.

Such enriching activities are an important aspect in supporting the curriculum. Non-contribution would not prejudice a pupil's place. However, there may be cases where unless most parents were prepared to make a contribution, the school may have to cancel the activity such as educational visits or residential activity.

Voluntary contributions will, in all circumstances, be invited through individual letters to parents. Any school organised activity which takes place mainly (more than 50%) outside of school time will be charged for in such a way as to meet the entire costs of the activity.

Roles and responsibilities of the Headteacher, other staff and governors

The Headteacher, staff and governors will ensure that the following applies:

1.1 *No charges will be made for*

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- 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 to cover the cost of entrance fees and workshops. Pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for the cost of coach hire or entrance and workshop fees. If there are not enough voluntary contributions to make the activity possible, then it may be cancelled at the discretion of the Headteacher.
- School will look to access grants to subsidise the transport costs of any day visit, when possible. Letters from the school will ask for a voluntary contribution to cover the costs of any entrance fee or activity.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.

1.2 Activities for which charges may be made

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours.
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time.
- When any trip is arranged parents will be notified of the procedure for payment and booking a place.
- Music tuition (other than for those activities listed in 1 above) – for individuals or groups of any appropriate size.

1.3 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 will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will 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

- Eligibility for Free School Meals/Pupil Premium

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 on an individual basis. If parents wish to talk to the school about their individual circumstances, please contact the School Business Manager in the first instance.

1.4 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 (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments over an extended period of time for residential visits
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

2. School Clubs

Clubs during lunchtime and after school are most often run by teachers voluntarily giving their time. School reserves the right to charge a nominal fee for participation in these activities.

Clubs run by external providers which take place on school premises will set their own charges unless contracted under Service Level Agreement (SLA). Any queries regarding these activities must be taken up with the external providers and not with school. Charges for SLA provision will be set in line with the SLA contract.

2.1 Breakfast Club

Children participating in Breakfast Club sessions will be charged for all sessions booked from 7.30am at £3 per session. This is a charge rather than a voluntary contribution and no subsidies will be offered by school in any circumstances. No refunds for booked sessions can be provided as Breakfast Club is self-financing and have pre-booked staffing and food costs.

All children at Newtown CofE Primary School are eligible to attend the free Breakfast Club session from 8am, as per the National Free Breakfast Club programme.

Payments are required in advance for all sessions booked. A maximum of one week's deficit in exceptional circumstances may be allowed by prior agreement only. Failure to make payment in this time limit will result in a place being withdrawn.

In cases where payments have not been made despite at least two reminder letters and no repayment plan has been agreed with the school we may refer on to the county legal team who have the option of employing a debt collection agency. This will be used only as a last resort

and only in cases where parents/carers either refuse to pay or do not respond to the offer of setting up a negotiated payment plan. Subject to places being available, Governor's children can attend Breakfast Club if they are attending a meeting or on Governor business but only if the meeting falls during the Breakfast Club hours of operation, full fees will still apply.

2.2 After School Club

Children participating in After School Club sessions will be charged for all sessions booked at either of the following price points:

- 3.15pm to 4.15pm - charged at £7.50 per day per child
- 3.15pm to 5.15pm - charged at £12 per day per child (includes snack)
- 3.15pm to 6pm - charged at £14 per day per child (includes snack)

All sessions must be paid for at the time of booking or in advance. Parents will be unable to book sessions without the required credit in Arbor.

The school does not offer any credit terms for wrap around care and sessions must be paid for at the time of booking. Tax free childcare payments are accepted but please be aware that it can take up to 7 days for the payment to be received and applied to your Arbor account and this should be taken into consideration when making your booking.

In cases where payments have not been made despite at least two reminder letters and no repayment plan has been agreed with the school we may refer on to the county legal team who have the option of employing a debt collection agency. This will be used only as a last resort and only in cases where parents/carers either refuse to pay or do not respond to the offer of setting up a negotiated payment plan.

All children should be collected via the school office doors by the end of your chosen session time slot. Should families be late to collect their child, the parent/carer should notify the afterschool club leader as early as possible on 07396727365. There will be an additional £5.00 charge for each 5-minute period past the required collection time.

For full terms and conditions, please refer to the Wrap Around Care Terms and Conditions

3. Breakages

The school will not charge for accidental breakages of school property however deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs. In such cases parents/ guardians will be expected to pay for the replacement rather than the cost of the original.

4. School Lunch Money

Payments are required in advance for all lunches booked. Dolce the schools catering provider have a strict no debt policy relating to the school meal service. For further information please refer to the School Meals Debt Policy.

5. Lettings

The school will make its facilities available to outside users wherever possible at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governing Body in line with the regulations set by Hampshire County Council. For users connected to the school the charge will be based on the site overtime costs.

Any organisation/ group/individual wishing to hire school facilities will need to provide full details of organisation, staffing and Health and Safety Risk Assessments in written form. A written contract will also need to be completed. Further details on request.

At the discretion of the Headteacher – certain groups in the community i.e. football clubs, etc. could be allowed to use the field for a nominal charge. Appropriate risk assessments and paper work will need to be carried out. Conditions of hire for the school field exist. Inappropriate overuse of the field would not be allowed. A charge would be made should the key to the field be lost at anytime

A hirer who has unrecoverable debts will be banned from future hirings.

6. Charges for Services

Details of charges for photocopier and telephone facilities are available on request from the school office.

7. Debts

Newtown School is committed to taking all reasonable measures to collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures, (commensurate with the size and nature of the debt) have been taken to recover it:

- To ensure that the school is not financially disadvantaged by the actions of an individual or group of individuals.
- To safeguard the School's funds and specifically to ensure that no individual or group of individuals take advantage of the school causing it to be unable to recover funds that are owed to it.
- To ensure that the funds available to the School are used to the fullest advantage of all pupils.
- All income will be banked using HCC systems i.e. Via SAP (supported by the Arbor data system) which aids the debt identification and recording.

Please refer to the School Debt Management Policy for full details.

8. Staff Overpayments

Wherever a salary or expenses overpayment has occurred, the Governing Body will decide on a case-by-case basis whether recovery of the overpayment will be sought, in line with HCC policies and EPS Guidance.

9. Miscellaneous

The Headteacher or the Chair of Governors may levy charges for miscellaneous services up to the cost of providing services, e.g. for printing / providing a copy of a report/ policy.

The school charging policy will be subject to change if there are new DFE or Hampshire directives.

This policy is automatically reviewed every 2 years.