



Sacred Heart Primary School

Charging and Remissions Policy

This policy was reviewed:	Summer 2024
This policy will be reviewed again:	Summer 2025
Governor Committee Responsibility:	FP&P
Statutory policy	Yes
Source:	School



Sacred Heart Catholic Primary School Charging and Remissions Policy

Aim

The School recognises the importance of enabling each child to develop to their full potential regardless of gender, race, social background or ability. It is the aim of this policy to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer.

Purpose

The purpose of this policy is to ensure that there is clarity over those items which Sacred Heart School will provide free of charge and for those items where there may be a payment.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Resources Committee will review the policy every two years.

Policy Statement

Education wholly or mainly within school hours (not including break times) will be provided free of charge. This includes materials and equipment.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children it may be necessary to seek voluntary contributions in support of the activity, whether during or outside school hours. If we do not receive sufficient voluntary contributions, it may be necessary to cancel or curtail the trip/visit. If a trip goes ahead, it may include children whose parents/carers have not made any contribution. We do not treat these children any differently. It is at the school's discretion to pay additional costs in order to support a trip/visit.

School Building Fund

As a voluntary aided school, the school parents have to fund 10% of any development or condition-based project relating to the school buildings and facilities. The school requests a voluntary contribution to the school building fund to help support this fund.

Music Tuition

All children study music as part of the school curriculum. No charge is made for this. There is, however, a charge for the provision of individual or group music tuition provided by Richmond Music Trust and parents are advised to contact RMT for a list of current charges and any exemptions that may apply. In addition, the school provides Recorder lessons for which there is a charge.

Residential Visits during School Time

If the school organises a residential trip in school time or mainly in school time, which is to provide education directly related to the National Curriculum, the school will invite parents to cover the full cost of the trip. However, a remission of the board and lodging costs can be made for children whose parents are receiving eligible benefits – see Remission (waiving charges).
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After School Activities

The school offers additional clubs out of school hours. Some of these are run by school staff and others are by Qualified staff/Outsider Providers. If the club is run by an outside provider or Qualified staff, they run and organise these sessions, and payment is often made directly to them as the organiser. If you are in receipt of Pupil Premium, please speak to the Headteacher as you may be able to use some of this funding to help pay for these clubs.

Clubs that are run by the school must be booked with the school office at the start of the half-term term that they are advertised and parents will be billed via ScoPay once their child has a place. The charges for attending these clubs **must be paid within 30 days**.

Non-payment of bills at 30 days will trigger the escalation policy which will be:

- A reminder at 30 days of outstanding charges
- Escalation to the Finance Officer, Headteacher and Finance Governor at 10 days of outstanding charges. Unless paid, your child's place will be offered to another child on the waiting list and additional administration charge of £10 will apply.

Breakfast and After School Clubs

The school offers before and after school care facilities. These facilities are provided to support working parents and there is a charge for their use. The school accepts the use of childcare vouchers from a variety of providers as payment. If you are in receipt of Pupil Premium, please speak to the Headteacher as you may be able to use some of this funding to help pay for these clubs.

Parents need to contact the office to see if there are places available for Breakfast and After School Clubs. Once places are confirmed, parents will sign an agreement and be billed via ScoPay, the school payment system. **Any service used within that month must be paid for by the end of the calendar month.**

Non-payment of invoices at the end of the month will trigger the escalation policy which will be:

1. A reminder of outstanding charges
2. Escalation to the Finance Officer, Headteacher and Finance Governor
3. Your child's place will be withdrawn until the bill is settled and an administration charge of £10 will apply.

The office will take ad hoc bookings throughout the term if these bookings can be accommodated based on the number of children already attending. Parents will be charged at the ad hoc attendance rate at the time of booking. (See table below) **Any service used within that month must be paid for by the end of the calendar month.**

Non-payment of ad hoc bookings will trigger the escalation policy as set out above.

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. All teaching staff will be informed of this charging basis. There will be no levy on those who can pay to support those who cannot or will not. However, there may be rounding up of costs per



child to the nearest 50p. The principles of best value will be applied when planning activities that incur costs to the School and/or charges to parents.

Remission (waiving charges)

The school plans for cases of hardship and an allowance is made annually to support school trips and the Year 5 and Year 6 school journeys. The school will seek the support of local charities such as the Hampton Fuel Allotment or the Thomas Wilson Foundation Trust.

Parents or carers wishing to apply for remission of charges should speak to the Headteacher in the first instance, by email to head@sacredheart.richmond.sch.uk or by telephone on 020 8977 6591.

Damage to School Property

At the Head Teacher's discretion, the School retains the right to seek recompense from parents for any child's willful or negligent damage to or loss of school property.

Charges for Lettings

The school facilities are available for hire out of school hours and at weekend. The school charges for the hire of its facilities in line with the school's Lettings Policy.



Appendix 1 Charges at Sacred Heart Catholic Primary School from September 2024

- School Lunch - £2.65 per lunch (this can change periodically depending on the cost to school. The school governors always discuss and approve changes.)
- Clubs - minimum £3.00 per session for internal clubs
- School day trips - up to £50.00 pa unless residential
- Recorder lessons - £40 for 11 lessons
- Building Fund - per academic year £120.00 **contribution**
- Residential visit - Year 5 and Year 6 residential trips range from £110 to £450, depending on the activities and number of nights/days away. Parents are notified well in advance. These trips can be paid in installments.

Sacred Heart

Breakfast Club	Price 24-25	
Registration Fee	0	
Booked Session	£8 per session	This is from 7.30am – 8.45am and includes breakfast.
Reduced rate for second child new	£6	
Reduced rate for third child	£5	
Add hoc/on the day Breakfast club £9 <i>if there is space available.</i>	£9	Please book before 4pm previous day.

After School Club	Price 24-25	
Registration Fee	0	
After School (Regular Booking)	£18	This is from 3.15pm - 6.15pm. It includes a healthy snack and a light supper meal.
Reduced rate for second child	£15	
Reduced rate for third child	£12	
After School (Ad Hoc Booking/ Emergency After school club care whole session £20 <i>if there is space available</i>	£20	Please book before 4pm previous day.

Late collection £5 for first 15 mins, £10 for each 15 mins thereafter.



Uniform from Uniform shop – *Prices may be subject to change. Please check with the uniform supplier.*

Our current supplier is Dolphin House in Twickenham

NB: We also have regular second-hand uniform sales. Please ask the PTA representative if you require uniform outside of second-hand uniform sale times.

From school office:

Bag £6.50

References for Private Schools\scholarships

References for private schools\scholarships are charged at £50 for the first reference and £20 for each subsequent school reference. This is to reflect the time spend by the teacher and headteacher in gathering and submitting all the necessary information to send directly to the school. Please email the Headteacher or school office if a reference is required.

Reviewed June 2024

Next Review June 2025