



**Sacred Heart Primary School**

# **Charging and Remissions Policy**

This policy was reviewed:	Autumn 2022
This policy will be reviewed again:	Summer 2024
Governor Committee Responsibility:	Resources Committee
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 has 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).  
Sacred Heart Catholic Primary School Charging and Remissions Policy.



### **After School Activities**

The school offers additional clubs out of school hours. Some of these are run by school staff and others are run by Qualified staff, who are not members of the school staff. If the club is run by an outside provider, they run and organise these sessions, and payment is made directly to them as the organiser.

Clubs that are run by the school must be booked with the school office must be booked at the start of the half-term term that they are advertised and parents will be invoiced once their child has a place. The charges for attending these clubs **must be paid within 15 working days of being invoiced.**

Non-payment of invoices at 15 working days will trigger the escalation policy which will be:

1. A reminder at 15 working days of outstanding charges
2. Escalation to the Finance Officer at 30 working days of outstanding charges
3. Escalation to the Headteacher and/or the Governors at 45 working days of any outstanding charges.

### **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 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 receive their invoices via the school payment system weekly. **Payment terms are 15 working days.**

Non-payment of invoices at 15 working days will trigger the escalation policy which will be:

1. A reminder at 15 working days of outstanding charges
2. Escalation to the Finance Officer at 30 working days of outstanding charges
3. Escalation to the Headteacher and/or the Governors at 45 working days of any outstanding charges.

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 for the ad hoc attendance at the time of booking. **Payment terms are 15 working days or the end of the half term, whichever date comes first.**

Non-payment of ad hoc bookings within 15 working days or the end of the half term 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 who would qualify for remission of payment are those who are in receipt of eligible benefits.

Eligible benefits are:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided the parents are 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 claimants stop qualifying for Working Tax credit
- Universal Credit

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](mailto: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 2022**

- School Lunch - £2.50 per lunch
- Breakfast Club - £8.00 per session
- After School Club - £15.00 per session
- Clubs - £1.00 – £9.00 per session
- School day trips - up to £20.00
- Recorder lessons - £40 for 11 lessons
- Building Fund - per academic year £100.00 **voluntary contribution**
- Residential visit - Year 5 and Year 6 residential trips range from £175 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.

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

Tie	£3.80
Cardigan/pullover	£22.00
PE Tshirt	£15.50
PE Sweatshirt	£15.50
Tracksuit top	£24.50
Blazer - optional	£82.00
Coat - optional	£33.00
Fleece - optional	£23.50

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

From school office:  
Bag £6.50

**Reviewed September 2022**

**Next Review June 2024**