

STANBURN PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY

Committee Responsible:	Finance
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1. Purpose

The purpose of this Policy is to give a clear explanation for charges the school may make and when these charges are applicable.

2. Overview

Stanburn Primary endorses the principles of the Education Act 1996, sections 449-462, in maintaining the right to free education for all children. The act allows us to request contributions to broaden children's educational experience.

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 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 trips.

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.

3. School Clubs

Clubs before, during lunchtime and after school are sometimes run by school staff. The School reserves the right to charge a nominal fee for participation in these activities. The school reserves the right to charge a late fee of £10 for every 15 minutes or part thereof for the late collection of a child after a school club.

Clubs run by external providers which take place on school premises will set their own charges unless contracted under a Service Level Agreement (SLA). Any queries regarding these activities must be taken up with the external providers.

4. 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/carers will be expected to pay for the replacement rather than the cost of the original.

5. Admin Fee

The School reserves the right to charge an admin fee of up to £10 for any late payment of an activity.

6. Private fees

Any letters requested by parent/carers for proof of a child's attendance at school (e.g. letters for the UK Border Agency, Foreign Embassies etc.) will be charged for at a cost of £5 per letter.

7. Other Charges

Lunch Monies: Timely payment of lunch monies should be made in line with school's debt policy. Details are available from the school office and on the school website. Where there is a change of home circumstances and pupils become entitled to free school meals, it is the responsibility of the parents to check their eligibility at: <https://pps.lgfl.org.uk> to avoid over paying money.

The school is able to check your FSM eligibility on your behalf if you provide us with your date of birth and National Insurance Number.

If a parent believes they do qualify for free school meals, parents are responsible for payment of lunch monies until confirmation is received from the Local Authority that they are entitled to free school meals.

Persistent non-payment may result in legal action.

Music Lessons: Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for the tuition of playing a musical instrument. The regulations allow charging for tuition individually or in larger groups.

The school will charge for vocal or instrumental tuition provided either individually, or to groups of any size, as long as the tuition is at the request of the pupil's parent.

The regulations make clear no charge may be made in respect of the following:

- A pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

The current charge for each instrument taught is £267 per year, which is available to pay on ParentPay for parents/carers. The deadline for payment will be provided on the application forms. This charge will be reviewed annually.

Children who are currently entitled to free school meals are not charged for instrumental tuition. The school reserves the right to amend this agreement at any point in time.

Borrowed Instruments - The school (via Harrow Music Service) have some instruments to lend children. Please note that the borrower's parents are responsible for their insurance. Parents whose children bring their own instruments to school should also insure them since the school will not accept any liability for their loss or damage.

In the event of non-payment, music lessons will cease with immediate effect. A refund for music lessons will **only** be given if your child leaves the school, not if they change their mind.

School Performances- The school reserves the right to charge a nominal fee to attend school performances. This will be on a first come, first served basis.

School letters - The school reserves the right to charge an admin fee, no greater than £15 for the drafting of official letters. The decision to write an official letter is at the discretion of the school.

Extras - Charges may be made for other activities that are known as 'optional extras'. A charge may be made for items such as materials, cooking ingredients, books, instruments, or equipment.

7 Remissions

Any parents or carers who are experiencing financial difficulty are encouraged to approach the school where we will seek to find assistance with the charges such as a weekly payment approach to spread the cost. The Governors of the School reserve the right to judge cases of exceptional circumstance but a nominal contribution would still be expected.

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