

CHARGING AND REMISSIONS POLICY



HOLY TRINITY & ST JOHN'S C E P SCHOOL

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**Reviewed and ratified
Full Governors Meeting: April 2025**



Purpose

At Holy Trinity and St John's School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. We, therefore aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

At the time of reviewing this policy, the school day, is defined at under:

Year Group	Drop Off	Pick up	Lunch time
Reception Year	8.40am	3.05pm	11.30am – 12.30pm
Year 1	8.40am	3.10pm	11.45am – 12.45pm
Year 2	8.40am	3.15pm	11.45am – 12.45pm
Year 3	8.40am	3.15pm	12.15pm – 1.15pm
Year 4	8.40am	3.15pm	12.15pm – 1.15pm
Year 5	8.40am	3.15pm	12.15pm – 1.15pm
Year 6	8.40am	3.15pm	12.15pm – 1.15pm

What was consulted?

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Relationship to other school policies

The policy complements the school's Equal Opportunities Policy, Curriculum Policy, Educational Visits Policy and the Teaching and Learning Policy.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made where the activity is not part of the national curriculum.

Voluntary Contributions

The staff and governors recognise the importance of activities, that while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may if they wish, ask the Headteacher to agree to their child being absent for that period.

Residential visits

Charges will be made for residential trips which are not part of the national curriculum. Parents will be informed how the charge is calculated. Participation in any residential trip is a parental choice. Any financial hardship which may restrict parents from allowing their child to take part in a trip will be assessed on an individual basis.

Optional activities outside of the school day

Breakfast Club

Places are allocated on a first come, first serve basis. The fee is £2 per session, payable a minimum of one week in advance. Booking monthly or termly payments in advance are also welcome if preferred. Payments can be made by cash, cheque or directly into the bank account. Child care vouchers ie. Busy Bees, Computer Share, are also accepted.

The club will be provided free to those children who parents are in receipt of the following:

- Universal Credit – if parents applied on or after 1st April 2018 and the household income is less than £7,400 a year (after tax and not including any benefits they may receive)
- Income Support
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit
- Child Tax Credit (provided the claimant is 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 parents have stopped qualifying for Working Tax Credit

Cancellations

Cancellation notice period:

Over ten working days – no charge

Between 5-9 working days – half the fee will be charged (£1.00 per session cancelled)

Less than 5 working days – full fee will be charged (£2 per session cancelled)

Participation in any optional extra activity will be on the basis of parental choice and parental agreement will be a pre-requisite for the provision of any optional extra activity.

After School Club (Wrap Around Care)

Fees

The fees are £3 per session for collection by 4pm, £5.00 per session for collection up to 4:30 and £8:00 per session if collected between 4:30 and 5:30. session. These are payable at least one week in advance.

Payment

All fees are payable a minimum of a week in advance. Monthly or termly payments in advance are also welcome if preferred. Payments can be made by cash, cheque or directly into the bank account. Child care vouchers ie. Busy Bees, Computer Share, are also accepted.

If a debt amounts to the equivalent of one weeks fees, then your child's place may be cancelled.

Cancellations

Cancellation notice period given:

- Over ten working days- no charge.
- Between 5-9 working days - half the fee will be charged (£1.00 per session cancelled).
- Less than 5 working days- Full fee will be charged (£2.00 per session cancelled).

This applies to all reasons for cancellation, including sickness absence. If you wish to permanently withdraw your child from the Club, this must be confirmed in writing to the school office and the usual cancellation policy applies.

Changes to booking arrangements

If the number of children attending allow, booked sessions may be swapped for alternative days. For this you will be required to give a minimum of ten working days' notice.

Late collection fee

If you are late collecting your child (after 5:30) you may be subject to a late collection fee of £20. This is because we will incur additional staffing costs.

Instrumental Music Tuition

The school will charge for instrumental music tuition that is provided either individually or to groups of pupils, by an independent teacher, provided that the tuition is at the request of the pupil's parent.

Fees

The current music tuition provider is Andrew Parry Music. The charge is £3 per week, payable, termly, in advance.

There is no refund available if parents cancel the lessons.

Charges cannot be made if the teaching is an essential part of the National Curriculum

School mini-bus

Only the school's pupils, staff, parents or other invited guests may travel in the school mini-bus. Charges will be made for travel and will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

The school mini bus will not be hired out for private use.

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. Support for cases of hardship will come through voluntary contributions and fundraising.

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

Arrangements for monitoring and evaluation

The Governing Body will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded and the source of those subsidies.