



# SARRATT CHURCH OF ENGLAND SCHOOL

## CHARGING AND REMISSIONS POLICY

Date of Review:	February 2015
Next Review Date:	February 2017
Reviewer:	HT
Date of Governing Body Approval:	04.03.15
<b><i>Statutory Policy 02.15</i></b>	
<b>Approval: Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher</b>	<b>Review frequency: Governing body free to determine.</b>

## **Charging**

The governors wish to ensure that all children have access to all areas of the life of the school, regardless of the parents'/carers' ability to pay.

### **During School Hours**

In the event of activities organised by the school during school hours, parents will be expected to pay for the following:

- ✓ individual or group music tuition
- ✓ the board and lodging element of all residential visits
- ✓ pupil travel on day trips
- ✓ support staff costs for day trips
- ✓ activities arranged by a third party such as a travel agent or tour company
- ✓ the cost of scrutiny of examination results if so requested by parents
- ✓ the cost in cash or in kind of ingredients and materials needed for practical subjects such as home economics and design technology, if parents have indicated in advance a wish to own the finished article
- ✓ the cost of deliberate destruction or damage to school property or premises.

### **Outside School Hours**

Charges may be made for optional courses or activities which fall wholly or mainly outside school hours. This may not include any activity which is required by the National Curriculum or to fulfill statutory duties relating to Religious Education. Charges made for such activities may include an element for:

- ✓ pupils' travel costs
- ✓ pupils' board and lodging costs
- ✓ materials, books, instruments or other equipment
- ✓ non-teaching staff
- ✓ supply teaching staff
- ✓ entrance fees to museums, theatres etc
- ✓ insurance costs.

### **Voluntary Contributions**

The school or SPA may seek voluntary contributions for activities falling outside those described where charges may be made. This may be costs for:

- ✓ any activity which takes place during school hours;
- ✓ school equipment;
- ✓ school funds generally.

Parents will be informed that the following apply:

- ✓ such contributions are voluntary
- ✓ pupils will not be treated differently according to whether parents have made a contribution
- ✓ an activity will not take place if there are insufficient contributions received to cover the costs to the school.

## Remissions

- ✓ Pupils whose parents/carers receive benefit may be entitled to remission of charges. The charge for the board and lodging costs of a residential visit, where the education on that visit must otherwise be provided free, may be remitted in the case of pupils whose parents are in receipt of pupil premium.

The Headteacher will consider sympathetically cases of genuine need seeking help with these charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential.

If families do need alternative sources of financial support then they can seek these from the following bodies listed below. It is a parent/carers responsibility to make contact on their child's behalf.

- ✓ Joanne Harris @ Resources Division Hertfordshire Educational Foundation 01992 588525
- ✓ Dacorum Community, 48 High Street, Hemel Hempstead, Herts. 01442 231396

## Debt Recovery

- ✓ All payments to school must be settled by the due published dates as set out in letters to parents from the school.
- ✓ Should any parent or carer fail to pay by the due published date the school may take recovery action as laid down by Herts County Council Financial Guidelines.
- ✓ Any parent or carer who has failed to make the necessary payments to the school by due published payment dates and has failed to meet the expected recovery costs will be deemed to be in debt to the school.
- ✓ In severe circumstances where parents or carers owe the school money and have made no attempt to repay the outstanding amount, despite being requested to do so in writing on more than one occasion, the school will seek legal advice and may refer the debt to the legal department at HCC.
- ✓ In cases of proven hardship the Governing Body may negotiate repayment terms and or extension of settlement periods.
- ✓ Parents / carers who feel they are being harshly treated have the right of appeal to the Full Governing Body via The Chair of Governors.