Charging and Remissions Policy

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12.0	Annual review	May 2025	Minor amends – ParentPay changed to Arbor	TJ
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1.0 INTRODUCTION

Sections 449 – 462 of the Education Act 1996 requires the School to adopt a policy on charging and remission arrangements for school activities.

The School wishes to provide for all children the best possible educational opportunities available within the funds allocated by the Department for Education (DfE). The law states that education during normal school hours is to be free of any compulsory charge to parents/carer, however, educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or in part from parents/carers. These activities must be identified to parents/ carers in advance.

The School's concern is to keep financial contributions to a reasonable minimum, and to ensure that as far as possible, all children are able to take part, irrespective of their circumstances.

All enquiries with regards to financial support should, in the first instance, be made to the School Business Manager via the School office.

2.0 CHARGING POLICY

2.1 In accordance with EFA policy on charges, the school will not charge for:

- admission applications
- education provided during school hours
- education provided outside school hours if it is part of the national curriculum
- public examination fees
- Musical instrument or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- entry for a prescribed public examination, if the pupil has been prepared for it at the school
- school lunch where the child IS eligible for Free School Meals (FSM) or Universal Infant Free School Meals (UIFSM) (Reception to Year 2).

2.2 In accordance with EFA policy on charges, the school will automatically charge for:

- materials, books, instruments, or equipment, where the child's parent/ carer wishes him/her to own them
- peripatetic (visiting) music tuition requested by the child's parent/carer
- education outside of school hours that is not part of the national curriculum/ syllabus for a public exam/ religious education
- transport that is not linked with the national curriculum
- exam fees not linked to national curriculum public exams
- board and lodging for a child on a residential visit
- extended day services offered to children (for example breakfast club, after-school clubs, tea and supervised homework sessions)
- school lunch where the child is NOT eligible for Free School Meals (FSM) or Universal Infant Free School Meals (UIFSM) (Reception to Year 2).

3.0 OPTIONAL EXTRAS – VOLUNTARY CONTRIBUTIONS:

3.1 Legislation allows Schools to request voluntary contributions from parents/carers for the benefit of the school or any school activities. This may be to cover part or all of the beneficial activity. Requests to parents/ carers for voluntary contributions will be made in advance; it will be made clear that there is no obligation to pay but will also be made clear if the activity cannot be funded without voluntary contributions.

3.2 No child will be excluded or made to feel any differently on an activity/ visit because parents/ carers are unwilling or unable to pay.

3.3 If insufficient voluntary contributions are raised to fund a visit/ activity, or the school cannot fund it from some other source, then it may need to be cancelled.

3.4 **Types of visits/ events funded by voluntary contributions (non – exhaustive list):**

- visits to museums/ exhibitions/ places of regional or national interest
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- visits to workshops or workshops invited to be conducted at the school
- musical events

4.0 TRIPS:

4.1 When a trip/ activity/ workshop is planned, parents will be emailed a letter outlining the scope of the trip, when it is to be held, what the child will need to bring with them, what the requested voluntary contribution is (or if the trip is free of charge), how to pay and how to give consent for the trip.

4.2 Ideally this letter will go home more than 2 weeks before the intended trip, but occasionally this will be less if an opportunity arises to partake in an activity linked with the current topics being studied by children.

5.0 RESIDENTIAL TRIPS:

5.1 Board, lodging and external tuition will be charged for Residential Trips. This is a compulsory payment and the school is not obliged to take children on the trip where there has been no or insufficient payment.

5.2 Contributions can be made from the school towards those in need of financial assistance i.e. are in receipt of state benefits or in receipt of Pupil Premium funding. Financial support will be offered when the initial residential trip letter with costs is sent to parents/carers.

5.3 Residential trips will be charged in instalments. A non-refundable deposit will be charged within the payment. If the actual cost of a residential trip is less than the initially advertised cost, this will be refunded to the parent/ carer through their Arbor account/ invoice to bank account if they have not paid through Arbor.

6.0 MUSIC TUITION:

6.1 All children study music as part of the normal school curriculum. We do not charge for this.

6.2 There is a charge for individual or small-group music tuition which is requested by parents/ carers, as this is an additional to the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers during the school day. The School will issue parents/ carers information about additional music tuition at the start of each academic year.

6.3 Payment may be direct to the peripatetic music teacher or via the school payment system depending on school arrangements for the instrument being taught. Music tuition fees are passed directly on with no profit taken by the school.

6.4 The school will organise with the peripatetic music teachers a suitable weekly timetable of lessons, inform the parents/ carers/ child of the timetable, and the child will then be expected to take responsibility for attending these.

7.0 ARTS:

7.1 In order to provide sufficient resources for the high amount of arts and crafts work that is undertaken within the school, the school will request voluntary contributions at the beginning of each academic year towards arts and crafts resources.

8.0 SWIMMING:

8.1 The school organises swimming lessons for all children in Years 5 & 6. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we may ask for a voluntary contribution from parents to cover the cost of transport/ pool hire fees. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

9.0 SCHOOL MEALS:

9.1 The school operates a kitchen and dining room whereby nutritious school lunches can be served every day. An external catering organisation is employed to provide a range of hot meals or cold buffet on a rotating 3-week menu basis throughout the school year.

9.2 If a child qualifies for Free School Meals or is in years Reception to Year 2 and qualifies for Universal Infant Free School Meals, the parent/ carer can choose for the child to have a school lunch provided by the school on any or all school days of the academic year. This must be pre-booked through the school Arbor online system by 8.30am latest on the day of the requested meal.

9.3 If a child does not qualify for a free school lunch, the parent/carer can choose to buy a lunch through the school and pre-book and pay through the school Arbor online system by 8.30am latest on the day of the requested meal. Meal costs and menus will be issued to parents at the beginning of each academic year, or if there is an in-year change.

9.4 The school operates a zero-debt policy on school meals and meals will only be provided if they have been pre-booked and paid for in advance.

10.0 BEFORE AND AFTER SCHOOL ACTIVITIES:

10.1 The school appoints an external organisation to provide 'wrap around care' outside school hours – i.e. breakfast club and after school club. Within the after school club a range of sporting and creative activities are arranged for every day of the academic year. Wrap around care is divided into 3 sessions – breakfast (7.45-8.45am), after school session 1 (3.15-4.45pm) and after school session 2 (4.45-5.55pm). These sessions can be pre-booked and paid for through the school's after school club provider - Shine After School Club (https://www.shineafterschoolclub.com).

10.2 Where a child is invited to be part of a school team and attend practice and tournaments outside school hours there is no charge for this, although a voluntary contribution or aid may be requested in relation to transport or games kit.

11.0 PAYMENTS:

Required or requested voluntary contribution charges can be paid through one of 2 ways:

11.1 Online using Arbor (this is our preferred method) – details for setting up a Arbor account are given to all new starting children. This is a very easy to use system whereby all trips, school meals, music tuition etc can be set up by the school to appear within the parent/ carer's account in a timely fashion and an audit trail can be kept by the parent/ carer of what they have booked/ paid for.

11.2 Any credit on the Arbor account at the end of term/ year will be rolled over to the next term or year unless the child is in year 6 or has advised the school that they are leaving, in which case credit (providing >£5 as administration below this level is prohibitive for the school) will be returned by cheque to the parent/ carer no more than 4 weeks after the end of the term in which the child left the school.

11.3 Cash or cheque (made payable to Christ Church C of E Primary School) in a marked envelope to be given in at School Reception.

12.0 SUPPORT WITH PAYMENTS/ CONTRIBUTIONS AND APPLICATION FOR PUPIL PREMIUM FUNDING

(not UIFSM as this is automatic for children in years reception to year 2 inclusive):

12.1 Parents/ Carers in receipt of any state support listed below can apply for pupil premium funding for their child. Please approach the School Office or the School Business Manager for an application form (eligibility of the application is done through the Bristol City Council portal)

- Universal credit
- Income support
- Income-based jobseekers' allowance

- Income-related employment and support allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of state pension credit
- Child tax credit, provided that you are not also entitled to working tax credit and have an annual gross income of £16,190 or less

12.2 For those qualifying for above, the school also has some funds available to aid with visits/ residential contributions. Please speak to the Headteacher to discuss.

12.3 The School will send out an annual letter informing parents about how they can apply for pupil premium funding.

13.0 CHRIST CHURCH SCHOOL ENRICHMENT AND ENDOWMENT FUND – CCEEF

13.1 To support with continuing to deliver an enriched curriculum and in the current financial climate of annual funding cuts, Christ Church School has an enrichment and endowment fund that parents/ carers and members of the community can pay into if they wish to contribute to the school over and above the items listed above.

13.2 It is possible to gift aid donations using the Government 'Single Gift' or 'Multiple Gift' gift aid forms, found online

13.3 Account details for our CCEEF are: Account no. 34657568, sort Code: 30-84-04

13.4 Donations are much appreciated.

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