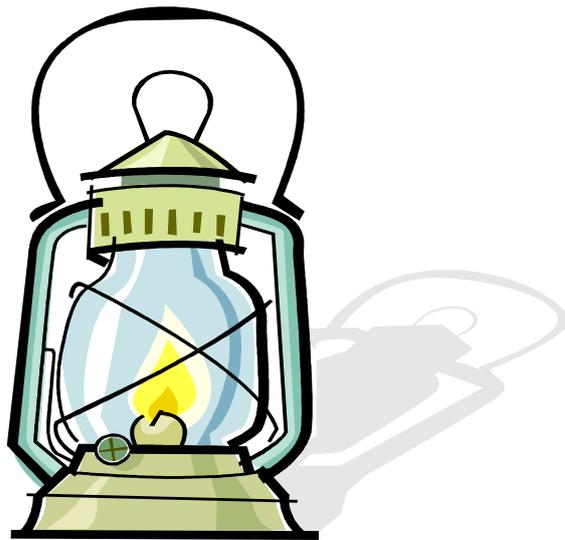




CHARGING AND REMISSIONS POLICY



Autumn 2017



“Shine like a lantern in the presence of the Lord.”

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1. School Trips

1.1 Day Trips

A voluntary contribution is requested to cover transport and admission fees. The total costs are divided between the number of pupils within the relevant group (see Appendix A).

1.2 Residential Trips

For residential trips a charge will be levied for board and lodging; associated trips/events; sweatshirts and/or caps for the group to wear.

2. Materials for Art, Craft and Design and Design and Technology

Where activities (these may be in or outside of school hours) require the purchase of additional materials (not usually purchased via curriculum budgets) and where pupils will take the items produced home e.g. as a result of art, craft and design, design and technology or cookery lessons, a charge may be levied for the cost of the materials used.

3. Music Tuition

3.1 Redbridge Music Service levies charges to the school in respect of both individual and group music tuition. Parents are asked to sign up to a whole year's tuition via an Agreement which is issued and signed in the Summer Term (see Appendix C). Charges are passed on to the pupils learning an instrument by way of a termly invoice from the school (see Appendix B). Payments are made by parents via the school's online cashless pay system.

3.2 No charge is levied where music tuition is an essential part of the National Curriculum.

3.3 No Redbridge Music Service charge is levied to parents in respect of singing tuition during the school day (Education Act).

3.4 If their parents are in receipt of pupil premium (see Borough website for further information), pupils receiving music tuition may be eligible for fee remission.

4. Damage/Loss to Property

4.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide; where the damage is accidental, the school will bear reasonable costs.

4.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials etc) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

5. Voluntary Contributions

5.1 Where the school cannot levy charges, and it is not possible to provide these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. If voluntary contributions do not meet the cost of an activity then it may be cancelled.

Accounts are kept for each trip through the online payments system.

6. Refunds for Trips/Activities

No refunds will be paid if a pupil is unable to attend a trip or activity as the activity will have been costed on the assumption that each member involved makes the necessary voluntary contribution to cover costs. This includes if a parent, having contributed to an event, subsequently gives notice of a child leaving the school before the trip/activity date.

7. Remissions Policy

7.1 If the parent/guardian of a pupil is in receipt of pupil premium, charges in respect of board and lodging, materials, music tuition and activities outside school hours may be remitted in full or part depending on the extenuating circumstances.

- 7.2 The Headteacher or Governing Body may remit in full or part charges in respect of any pupil, if they feel it is reasonable in the circumstances.
- 7.3 The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if they feel it is reasonable in the circumstances.

8. Charges for Information and References

For subject access requests that include information from a child's education record the school may levy a charge as per the ICO charge table contained in the Data Protection Policy.

For all other requests that do not include the education record, the School will make a maximum charge of £10 on each occasion that access is requested.

For all requests to provide references, including for Home Office visa applications, Her Majesty's Revenue & Customs (HMRC) and reference requests for independent schools prior to a place having been offered to a pupil etc., the School may make a maximum charge of £10 on each occasion that such a request is made. Where this includes information from the education record the school may levy a charge as per the ICO charge table contained in the Data Protection Policy.

To view the education record will be free of charge.

For further information, please see the School's Data Protection Policy.

9. Cashless Pay System

We use an online cashless pay system for payment of all school trips and other events and music tuition, and although not currently utilised there is the facility to charge for school dinners. There is a charge to the school per transaction for payment by debit and credit card. This cost may be added into any trip and music tuition fees to offset the charges made to the school. We may also implement a minimum spend amount to reduce the transaction charges. Payment by cash and/or cheques will continue to be accommodated in certain circumstances, but not for music tuition fees or school dinners. In the longer term, the school aims to be completely cashless with all payments being made on-line.

[School letterhead]

Dear Family

I hope you are well. We have some exciting events planned for Year 1.

[date]: Visit to [venue name] to participate in a [Title] workshop. This takes place during the usual school day so home time will be at the usual time.

We would be very grateful if you would make a voluntary contribution of £[] towards this event. Families who are in receipt of Pupil Premium through Redbridge (formerly called Free School Meals) are eligible for fee remission. For all other families, if you are not in a position to contribute, please make an urgent appointment to meet with me. Sadly, should we not receive enough contributions, we will have to cancel the events. Your support would be very much appreciated.

Please pay via the Tucasi on-line payment system (link at the bottom of the school website). If you would like help setting up your on-line account, please contact the office.

It is important to complete and return the permission slip and note any allergies your child has.

[Rec-Y2 only] The kitchen will provide packed lunches for the Valence House trip (cheese/ham/tuna sandwiches will be offered). If your child **does not** require a packed lunch, please note this on the permission slip below.

Please return the slip below overleaf by [date].

With every good wish.

Gary Nott

Gary Nott
Headteacher

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DETAILS OF YEAR [] EVENT: AUTUMN TERM

Educational Value of Trip: [Trip – learning objective]

AMOUNT OF VOLUNTARY CONTRIBUTION: £[]

PAYMENT DEADLINE: [date]

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PERMISSION SLIP/CONTRIBUTION CONFIRMATION TO BE RETURNED BY []

Trip: Year [] Trip ([venue and trip])

Name of child: **Class:**

I give permission for my child to take part in the above trip

I have made an on-line payment through Tucasi Scopay (please tick to confirm)

My child has the following allergies

Signed Date

Parent/Guardian

APPENDIX B - Termly Music Tuition Invoice

Date: [date]
To the parents of: «first_name» «surname», Y«Year»

INVOICE – [] TERM 201[]

PROVISION OF MUSIC TUITION BY REDBRIDGE MUSIC SERVICE

Balance due: £«OS»



REMITTANCE SLIP TO BE RETURNED WITH PAYMENT
TO THE SCHOOL OFFICE BY []

We would be grateful for prompt payment

- I made an on-line payment through Tucasi Scopay on (date).

OR

- I am exempt from charges as my child currently receives Pupil Premium (formerly free school meals) through Redbridge

Pupil's Name: «first_name» «surname», «Year» Instrument: «instrument»
Date:

APPENDIX C – Music Tuition Yearly Agreement

To the Family of: «first_name» «surname», Y«Year»

Dear Family

Music Tuition from September [] to July []

Commitment

Your child has shown interest in learning «*instrument*» and I am writing to confirm that we have a space available for your child to learn from September []-July [].

Redbridge Music Service (*RMS*) is responsible for providing lessons for all pupils who confirm that they would like to receive music tuition at St Bede's. At this time of year, we have to confirm to RMS how many students would like to have lessons from September. This is to ensure that the music teachers' timetables can be organised and sufficient time is allowed for lessons. Once we have confirmed to RMS the total amount of time required and number of students taking music tuition, it cannot be changed for the whole of the new school year. The commitment for your child's lessons is therefore for a whole school year.

With all new starters, this whole year commitment will enable the child to learn the basics of the instrument to determine whether or not they would like to continue to learn in the future. A big part of learning an instrument is the practise that is required at home. In order to learn and improve in their chosen instrument the pupil must be able to practise at home. For any child learning the keyboard, they must have a full keyboard (61 keys) at home to practise on.

Billing Arrangements

RMS invoice the school each term for music lessons on behalf of all students and we pass these charges on to you by way of a termly invoice (we will send a text reminder once they are issued). The approximate cost for your child's music lessons for the forthcoming school year is as follows:

Autumn Term []	£85.00 (approx.)
Spring Term []	£85.00 (approx.)
Summer Term []	£95.00 (approx. - Summer term increase)
TOTAL:	£265.00 (approx)

We ask that you pay music tuition fees on-line via Tucasi (our cashless payment system). This will give you a full audit trail of payments you have made throughout the school year. If you are not already signed up for this, please speak to the office for your sign on code. If you are unable to pay on-line, please speak also to the office. Please ensure that you pay promptly for music tuition once you have received your invoice as a great deal of time is spent chasing up outstanding payments. If we have been notified by RMS of any credits owing for teacher absences or other circumstances these will be deducted from the relevant invoice. If we have not been notified in time for the invoice run, we will credit these either on the next invoice or at the end of the Summer Term.

If your child currently, continues or starts to receive free school meals being in receipt of Pupil Premium, you may apply for fee remission for music tuition for the duration of this benefit. Please contact the school for further information. If your benefit ceases during the school year, please note you will be liable for full payment of music tuition fees for the remainder of the year.

Credits

A reminder that RMS **do not** credit for the following:

1. Instrument teacher absence for first day of sickness
2. Instrument teacher absence due to them acting as a music examiner for RMS music grading (all students are perceived to benefit from this examination process at some point during their time learning an instrument)
3. INSET days at RMS

4. Bank holiday closures

Credits **will not** be issued from the school for the following:

1. A pupil absence due to illness
2. School closures e.g. snow days/industrial action etc
3. Lessons missed due to clashes with school trips (you may opt for your child not to take part in the trip if you feel their instrument lesson is more important)
4. Year 6 students missing lessons due to SATs tests and associated mock exams (compulsory for all students) or attending secondary school visits/open days/entry tests etc

Please note that if your child leaves St Bede's before the end of Year 6, you will be liable for music tuition fees for the remainder of the term in which they leave.

Your child's lesson is for 10 minutes, although they might have a lesson with another child (dependent on level of learning ability) for a combined time e.g. 2 pupils totalling 20 minutes. The music teacher is responsible for setting the timetable. If your child's music lesson takes place within class lesson time, they will not make up the class lesson which they have missed. Some lessons do take place over lunchtime for some instruments and pupils may, therefore, miss some of their play time. You will be notified of the day your child's lesson will be on at the start of September.

RMS will arrange for an instrument to be made available for your child to use (apart from keyboards) and will contact you once their instrument is available for collection from their instrument centre (Form1 attached needs to be completed). If your child will be learning keyboard, they must have a full size keyboard (61 keys) at home to practise on.

Please note that any queries regarding quality of the tuition your child receives or the level of their progress should be directed to the relevant instrument teacher(s). They can be contacted either by writing a note in your child's practise book or via RMS (tel. 020 8501 3944).

If your child starts music tuition in September, we will write to you again during the Summer Term 2017 regarding whether or not your child will continue with tuition in September [].

Please confirm by returning the slip below along with the F1 Form attached by [date] whether or not you would like your child to start music lessons in September []. Please ensure the Form 1 is completed in all the areas marked with a star. If we do not receive the form by this date, we will offer the place to the next person on the waiting list. **Please note that once the music bid has been confirmed to RMS, you will be committed to paying for music tuition for the whole of the new school year (September []-July []).**

We do hope your child will want to begin music lessons. Being able to play for others is one of life's great pleasures.

Yours sincerely

Gary Nott

Gary Nott
Headteacher

