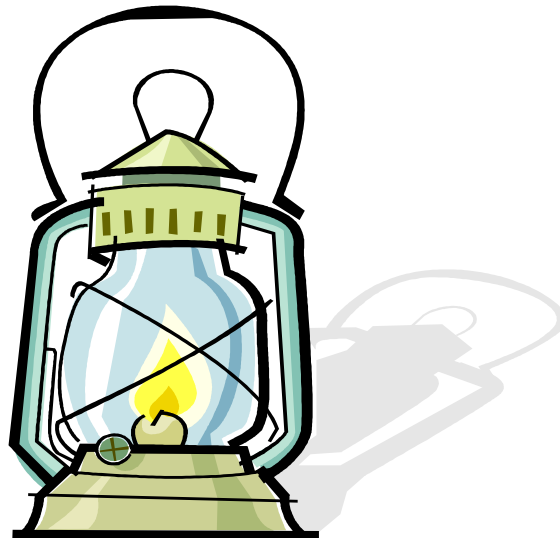




CHARGING & REMISSIONS POLICY



“Shine like a Lantern in the presence of the Lord”

Approved by:

Head Teacher

Date: 04 – 09 – 2023

Signed

Last reviewed on:

Autumn 2023

Next review due by:

Autumn 2024

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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. Parent permissions for school trips will be dealt with via e-forms.

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. Where a parent withdraws their child from a residential school trip for whatever reason, once the final invoice for the trip has been paid (usually 10 weeks before) then reimbursement of the trip payment will not be possible. Consideration will be given by the Headteacher where there are exceptional circumstances – for future consideration by governors.

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 From September each year parents can sign up for music tuition lessons for their child (year 3 onwards) which are delivered by Redbridge Music Service (RMS) peripatetic teachers at school. Information about music tuition lessons can be sent by the school to parents. Sign up and invoicing for the cost of lessons is handled directly by RMS.
- 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 or activities. 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. The school is completely cashless and all payments must be made on-line.

Charges for school dinners, where applicable, are made via the ISS (LBR school meal contractor) online payments system. Parents must be in credit in order for their child(ren) to be able to order an school dinner; the same arrangement applies to staff wishing to purchase a school lunch.

10. Nursery Charges

From September 2020, St Bede's Nursery offered 30 hour a week places (either Government funded or paid for where grant funding is not applicable). Where parents/carers are not eligible for grant funding for the full 30 hours a week a charge of £20 per day (£100 per week) will made. This payment will be required to be made in advance for each half term or term, as considered appropriate. As the school is completely cashless, parents/carers will be required to register for the school's online payments system, and all payments will be required to be made online in advance.

In certain circumstances, where parents apply for their child to be admitted for a Nursery place for a future date and are successful, they may be required to pay a non-returnable deposit of £50, in order to retain their place.

11. Outstanding Debts

Any money owed to school has an impact on the budget and may affect the resources that can be provided to all children. The school will take all reasonable measures to collect debts as part of its management of school finances. A debt will be written off or passed onto London Borough of

Redbridge debt recovery service only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

The School's Organisation of Financial Responsibilities details the following in relation to outstanding debts:

Write Offs

- (i) The Headteacher shall be authorised to write off any debt owing to the school up to a value of £100 for any one item, provided that he is satisfied that proper steps have been taken to mitigate the loss and prevent a recurrence. This may, for example, be in respect of ... charges levied by the school (eg music tuition). Any debt in excess of this shall be written off by the Finance, Personnel & Premises Committee.
- (ii) Records of write offs shall be kept.