



The Queen's Church of England Primary School

*Encouraging every child to reach their full potential,
nurtured and supported in a Christian community
which lives by the values of Love, Compassion and Respect.*

THE QUEEN'S SCHOOL Charging and Remission Policy

Agreed by: **Governors' Finance Committee**
Date: **September 2018**
Review Cycle: **Every three years**
Next Review Date: **September 2021**
Version: **1.01**

All the Queen's School policies should be read in
conjunction with the Equality Policy

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in large print, Braille or audio format,
please contact the School Business Manager

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The Queen's School Charging and Remission Policy

Overview

This policy tells you when the school may charge for activities for pupils. It tells you when those charges might not apply ('remission'). The policy explains when we may ask for voluntary contributions toward the cost of activities. It also tells you how you can pay charges and contributions.

The school does not charge for any items associated with the delivery of the core curriculum.

The Law

The law says what state-funded schools can and cannot charge for. We cannot charge for activities that take place during the school day (other than break times), but we can ask for voluntary contributions toward the costs. We can charge for optional activities outside of school hours, including lunchtime. We can also charge for board and lodging on residential trips during term time.

The Department for Education publishes advice on the rules on its website at <https://www.gov.uk/government/publications/charging-for-school-activities>

Voluntary Contributions

Voluntary contributions are voluntary. We won't stop any child taking part in an activity because a voluntary contribution has not been paid.

Sometimes an activity costs so much that the school can only afford to run it if most of the people taking part have paid a voluntary contribution. We will make this clear when we invite people to sign up. If not enough people pay the contribution we may have to cancel the activity.

How to pay

If you can, please use the online system '+Pay' by Parentmail to pay for activities. You can use Paypal, Paypoint, debit or credit cards to pay with +Pay. Debit cards are the cheapest option for the school.

Some activities are run by outside companies who ask you to pay them directly. We will always explain how to pay for a particular activity.

What we charge for

1. School lunches

At the moment the government pays for lunches for children in Reception and Years 1 and 2. We charge for school lunches for children in Year 3 and above.

If you receive certain state benefits, your child may be entitled to free school lunches in Years 3-6 too. To claim this you need to fill in an application form, which you can get from the office.

We use Parentmail to keep track of who has a school lunch, and what has been paid for.

2. Breakfast Club

We charge for Breakfast Club. Please pay by Parentmail when you book your child into the club for one-off sessions. If your child comes to the club regularly, please pay in advance. Booked sessions must be paid for, even if your child does not attend, unless you tell us the previous day.

At the end of each half-term we will compare sessions used with sessions paid for, and send you an invoice for any money owed. If you have paid for more sessions than you have used, we will carry this forward to the next half term.

3. Lunchtime and after-school clubs

We charge for lunchtime and after school clubs. We will tell you how much each club costs at the start of term, when we tell you what clubs are available and when. The charge will be directly related to the cost of providing the club.

You can only book for a whole term, not for individual sessions, and we cannot make refunds if your child misses a session. If the club does not run on a particular day we will try to arrange a catch-up session. If we aren't able to do that we will refund the cost of the session.

For most clubs you can pay by Parentmail, but some clubs are run by outside companies that ask for direct payment. Please pay for the club before the first session.

4. Independent school references

We charge for providing references to independent schools. We charge £35 for a reference in our standard form, which we will send to all schools that require a reference without further charge. If bespoke references are required for a particular school, including specialist references for particular subjects, we will charge £35 for each different reference.

5. Breakages and damages

We charge for items of school property that get broken, lost or damaged because of inappropriate behaviour by pupils. We may also charge for deliberate damage to another child's property.

The amount of charge will be decided at the time, but it will not be more than the cost of repair or replacement of the item.

When we may ask for voluntary contributions

1. Educational visits

Visits outside the school can be a valuable part of children's education. If there are costs associated with planned visits, such as entry fees, transport, additional insurance and so on, we may ask parents for a voluntary contribution towards those costs. If you don't pay the contribution your child will still be able to take part in the visit. But parents' voluntary contributions help the school to afford more visits. We do our best to keep costs down.

2. School journeys

In years 5 and 6 pupils go on residential trips, with one or more nights spent away from home. We ask for a voluntary contribution to cover the cost of these trips. Because the total cost of a school journey for up to 60 pupils is quite high, unless around 90% of parents pay the voluntary contribution we may not be able to run the trip. But if a journey goes ahead, no child will be stopped from joining the trip because the voluntary contribution has not been paid.

We use professional school journey companies for these trips, and the companies usually ask for deposits and instalment payments, which are generally non-refundable. The voluntary contributions we ask for will usually match the companies' payment schedule.

3. Special events in school

We sometimes arrange for outside providers such as drama companies, artists in residence, cultural specialists, and so on, to come in to school to do activities with pupils. We may ask for a voluntary contribution to cover the costs of some of these events. If you don't pay the contribution, your child will still be able to take part in the activity. But parents' voluntary contributions help the school to afford more of these events. We do our best to keep costs down.

4. Materials and ingredients

Some subjects, such as Design and Technology, use a lot of materials and ingredients. To help the school afford this, we may ask for a voluntary contribution towards these costs. If you don't pay the contribution, your child will still be able to take part in the activity. But if you want to keep something your child has made, we may charge for the materials.

5. The Governors' annual appeal

Every year the Governors run an appeal to raise money for the maintenance and improvement of the school buildings. We need to do this because as a Church of England School we only get government funding for 90% of these 'capital' costs.

The appeal asks for an amount per child each year. The amount requested varies from year to year, and will be announced when the appeal is launched. This is a voluntary contribution, and if you don't pay it will not affect your child in any way.

Other information

1. School milk

Children aged 4 can have free milk each day. Low cost milk is available for older children. If you would like your child to have milk each day please sign up with CoolMilk and pay via their website at <https://www.coolmilk.com/parents/>

2. Fruit and vegetable snacks

Children aged from 4 to 6 are given fruit and/or vegetable snacks during the day. This is funded by the Department of Health as part of their effort to encourage children to eat their '5 a day'.

3. Richmond Music Trust lessons

Richmond Music Trust offers a range of instrumental lessons for pupils at the school. These are charged for by Richmond Music Trust, not through the school.

4. School photographs and show DVDs

We arrange for professional photographers to take school and class photographs each year. We also arrange for professional videographers to film some productions. Parents may purchase photographs and DVDs directly from these providers.

What if I can't pay?

We want every child to be able to enjoy everything that The Queen's School has to offer. If it will be hard for you to pay any of the charges mentioned here, please have a private conversation with the Head Teacher or the School Business Manager and we will do what we can to help.

If you receive certain state benefits you may not have to pay the charges described in this policy. Please ask at the office if you think this may apply to you.

Other policies that may apply

- Our **Lettings Policy** gives information about renting parts of the school outside school hours, including what we charge and when the site is available
- Our **Debt Collection Policy** tells you what we will do if you owe the school money for the charges described in this policy

Approval

This policy was agreed by Governors at the Finance Committee Meeting on [REDACTED]. It will be reviewed every three years.

Version history

Version	Date	Description	Status
1	May 2015	Version adopted by Governors	In force
1.1	July 2018	Proposed revision by SBM	Draft