

FREDERICK BREMER SCHOOL



Charging and Remissions Policy October 2017

Person responsible	Jenny Smith
Review Frequency	3 year review
Policy First Issued	2015
Last Reviewed	2017
Agreed by LT on	
Does this policy need to be ratified by Governors?	Yes
If yes, which committee	Finance Committee
Ratified by Governors on	
This policy is communicated by the following means	Staff shared area and Website



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CHARGING AND REMISSIONS POLICY



1. Introduction

- 1.1. The objective of this policy is to maintain free education and valuable optional extra provisions
- 1.2. Policy details the arrangements for the charging of Frederick Bremer School Educational Visits
- 1.3. Policy details the arrangements for other types of chargeable activities such as music tuition and acts of willful damage
- 1.4. Clarification of any of the points should be made to the Finance Team Leader on 020 8498 3359.

2. Policy Statement

- 2.1. Staff will be fully aware of responsibilities and how to direct questions regarding chargeable circumstances and events
- 2.2. This policy will identify what activities are free or chargeable
- 2.3. This policy will identify process for approval for chargeable circumstances and events
- 2.4. This policy will identify how and where to direct requests for assistance

3. Legal Framework

- 3.1. The Policy incorporates the statutory provisions contained in the following Legislative Framework:
 - Education Act 1996 Section 449-462
 - Complaints Procedures Act 1988

4. Roles and Responsibilities

4.1 Role of the Head Teacher is to:

- Promote working arrangements (within this policy) that meets the needs of the School, its staff and its pupils
- Ensure all employees are aware of the Charging Policy and procedures
- Comply with legal requirements
- Act fairly and consistently in applying the procedure relating to damage/loss of property
- Act fairly and consistently in applying the procedure relating to applications to Frederick Bremer School hardship fund

4.2 Role of the Employee is to:

- Advise students of how to access hardship fund
- Advise students and parents that a charge will be levied on acts of vandalism in a fair and consistent manner

4.2 Role of the Governing Body

- School adopts a clear Charging Policy
- Act consistently and fairly when dealing with appeals relating to applications to Frederick Bremer School hardship fund

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5. School Trips

All monies associated with a school trip should be paid directly to student reception between 8.00am and 8.30am. All monies paid must be accompanied by a signed permission slip and in a sealed envelope with the pupil's name, form and the name of the trip clearly written on the envelope.

All cheques relating to school trips should be made payable to '**Frederick Bremer School**'

5.1. Day trips/activities

- 5.1.1. Activities taking place during, or mostly during the school day are free.
- 5.1.2. No charge will be made for activities outside the school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an approved examination.
- 5.1.3. If the activity falls partly within the school day but mainly out of school hours (e.g. leaving school an hour or so early with the activity going on late into the evening), then charges can be made.
- 5.1.4. In order to make activities viable, parents may be asked to make a voluntary contribution towards the cost of activities.
- 5.1.5. Any charge made in respect of individual pupils must not exceed the actual cost of providing the activity, divided equally by the number of pupil's participating. If there are insufficient contributions and the shortfall cannot be made up, the activity may have to be cancelled.

5.2. Residential trips

- 5.2.1. For residential trips which take place largely during school time (more than 50% of the total time), or are essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations, a charge can be made for board and lodging only.
- 5.2.2. For residential trips which are not essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations, and the amount of school time on the trip is less than 50% of the total time, a charge can be made up to the full cost of the trip.

6. Examination Entries

- 6.1. Examination Entries are generally paid for by the school.
- 6.2. In some circumstances a charge may be made where a pupil fails to attend a written examination or fails to complete controlled assessment modules.
- 6.3. Community Language Exams

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The cost of entering these exams will be covered by the school. However should parents/carers decide they wish to withdraw the pupil or the pupil fails to sit all components of the exam they will be asked to make full payment for the exam.

6.4 Tier changes requested by a parent/carer will be charged in full plus a small admin charge of £10.

6.5 A charge will be made in respect of examination entries for pupils where:-

- The school has prepared the pupil for the examination
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- It considers that for educational reasons the pupil should not be entered
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d
- The pupils' parent/carer wishes the pupil to be entered.

In these circumstances, if the pupil subsequently passes the examination, the school will refund the cost.

7. Other Educational Resources

7.1. Students are required to provide basic equipment such as pen, calculator and dictionary. The School will provide all material required for the study of the National Curriculum.

7.2. Stationery is available for sale at the student reception. The cost is net of Vat and at cost to the school.

8. School Uniforms

8.1. School Uniform is available from Speedstitch, Unit 32, Walthamstow Business Centre, Clifford Road, Walthamstow E17 4SX telephone 020 8531 4800.

8.2. No school uniform is kept at the school except school ties and a small amount of second hand items. Ties are charged at £6 each.

8.3. In exceptional cases applications for help with the cost of school uniform can be made. All applications must be made in writing to the Head Teacher, with supporting evidence for the request.

9. Music Tuition

9.1. Charges will be made in respect of individual music tuition and group music tuition.

9.2. No charge will be made where music tuition is an essential part of the National Curriculum. All other lessons are charged at £12.50 for a half an hour individual lesson.

10. Staff and Student Files

The copying of staff HR files and student files– The cost to staff members and parents is 5p per sheet for black and white and 10p per sheet for colour.

From 25th May 2018, all requests must follow the General Data Protection regulation (GDPR):

- In most cases the school will not be able to charge for complying with a request

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- The school will have a month to comply, rather than the current 40 days.
- The school can refuse or charge for requests that are manifestly unfounded or excessive.
- If the school refuses a request or decides to charge, it must tell the individual why and that they have the right to complain to the supervisory authority and to a judicial remedy. The school must do this without undue delay and at the latest, within one month.

12. Catering and Free School Meals

Students pay for their meals using a parent pay account which the school will help parents to set up. At the counter a finger biometric reading is taken to debit the account. Some students may be entitled to free school meals and the school wishes to encourage all parents who are entitled to apply. Application forms are available in the office or on-line at www.walthamforest.gov.uk/freeschoolmeals. The price for meals at the school will be determined by the Finance and Premises committee in conjunction with the head teacher and the schools catering contractor.

From 31st October 2016 price of child school meal is **£2.32. This price may alter in alter in April 2018. The school is awaiting information from the LBWF catering service.**

13. Damage/Loss to Property

- 13.1. A charge may be made in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or material). The charge will be the cost of a replacement or repair, or a lower cost at the discretion of the Head Teacher.
- 13.2 A charge may be made in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or material) belonging to a third party, where the cost has been recharged to the School. The charge will be the cost of replacement or repair, or a lower cost at the discretion of the Head Teacher.
- 13.3 Where willful damage, neglect or loss has occurred as a member of a group, the cost will be divided among all those deemed responsible.

14. Risk Implications

Policy is to be implemented fairly and consistently in all instances. Any issues with the application of this policy should be made to the Chair of Governors.

15. Remissions and Concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments (this is discretionary):

- Income Support
- Income based Job-seekers Allowance

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- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Head Teacher and chair of governors will authorise the remission of charges (and they have sole discretion).

16. Equality Implications

16.1. Frederick Bremer School is an all-inclusive community school and recognises that parents and guardians encounter economic difficulties

16.2. No student may be left out of an activity because his parent/guardian cannot make a contribution of any kind. This will be assessed on a case by case basis by following the process outlined in 16.3

16.3 Parents/guardian may contact School to make an application to hardship fund by:

- Make a formal application via letter or email outlining reasons.
- Provide suitable evidence in the form of Income Support documents as detailed section 15
- Head Teacher to make decision and all information held for audit trail
- For appeals applications are to be made to Governing body in writing or email

16.4 The School may decide not to make charges in respect of a particular application.

16.5 The School may decide to make a partial or zero contribution out of the hardship fund depending on the number of applications and circumstances.

17. Voluntary Contributions

17.1 Frederick Bremer School may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

17.2 In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

17.3 There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

18. Review

This policy will be reviewed by the Governors every 3 years unless there is a change in legislation, school practices or Government Policy.

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19. Approvals

Date approved by Head Teacher: _____

Date approved by Governors: _____

Date for review of the policy: _____

Responsible post: _____

Ratified