



Montpelier Primary School

Charging and Remissions policy

Reviewed June 2017

Introduction

The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included in the school prospectus and displayed on the school website.

Philosophy

Montpelier Primary School is an inclusive school committed to ensuring all our children have equal access to the range of curricular activities on offer and that none are excluded because of costs.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We aim to support families who may not be able to afford extracurricular activities and will arrange subsidies where appropriate.

Charging Policy

Montpelier Primary School will not charge for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- education provided on any trip that takes place during school hours education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

Please note the school does not hold any cash on site contributions must be paid either online www.scopay.com/login or by cheque made payable to Montpelier Primary School.



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Voluntary contributions:

Voluntary contributions are requested by the school in the following circumstances. All voluntary contributions need to be paid either online www.scopay.com/login (please see admin for registration code) or by cheque made out to Montpelier Primary School. The school does not accept cash contributions.

1. Trips/Visits/Performances

When organising school trips or visits which enrich the curriculum and educational experience of the children. The school invites parents to make a voluntary contribution to the overall cost of school trips. If we do not receive sufficient voluntary contributions, we may decide to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

Should an entire trip need to be cancelled for any reason, the school will not be able to provide a refund to parents. However, the school will carry the voluntary contributions forward to pay for other trips later in the year or the next academic year for that year groups trips. Any overpayments for year 6 will be refunded to parents the following September once the accounts for the academic year have been closed.

If parents are experiencing financial difficulties they are invited to speak or write in confidence to the Headteacher. (Also please see the section on Remissions Policy.) Parents whose children are entitled to Free School Meals are entitled to a 50% discount.

Permitted Charges:

Schools are permitted to request monies to cover costs in the following circumstances:

1. Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. Current legislation allows pupils to be charged for instrumental music tuition during the school day as long as a teaching group does not exceed 4 pupils. A charge may not be levied where the tuition is provided as part of a recognised external examination course within the school's curriculum.

2. Peripatetic Music

Subject to availability and to the terms of individual tutors we do from time to time offer children the opportunity to study a musical instrument with peripatetic teachers. Parents who wish their child to participate should purchase or hire the instrument from Ealing Music Service and pay the additional music lesson fee in advance of the lessons. These lessons may be taught individually or in small groups of children who have been chosen to learn one of a variety of instruments.

Fees will not be refunded if a pupil is unable to participate in music lessons due to sickness, injury, forgotten or late instrument or the child simply not wishing to continue to participate. Due to the busy school schedule, fees will not be refunded in the event of other school activities taking place on the same day i.e. trips/sports days. A full term's notice is required in writing if a pupil wishes to terminate their lessons. Insufficient notice will mean that parents will still incur full terms fees.

3. Activities Outside School Hours

Where clubs are provided by external providers before, during or after school or at lunchtimes the school/provider may charge. Charges are made explicit at the time of offering opportunities.

4. Residential Trips

If the activity is held substantially outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the



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full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

Cancellation

Initial Deposit

The deposit for a residential trip will not be refunded if a pupil is unable to participate for any reason including sickness, injury, the child simply not wishing to continue to participate and in the event the pupil is leaving the school.

Charges incurred by Montpelier Primary School due to late cancellation

For all residential trips, the school enters into an agreement with the provider's travel insurance company, and may pursue a travel claim against cancellation fees on behalf of the pupil, on the basis of the terms and conditions of the insurance company. This may result in a refund issued to the parent from the school, subject to a successful claim.

If cancellation occurs for any reason, in line with the terms and conditions of the activity provider, the parent will be liable for any cancellation fees issued by the provider to Montpelier Primary School. However, for all residential trips the school enters into an agreement with the providers travel insurance company, and may pursue a travel claim against cancellation fees on behalf of the pupil, on the basis of the terms and conditions of the travel insurance policy. This may result in a refund issued to the parent from the school, subject to a successful claim.

Montpelier Primary School will use the Charging Policy from Learning Outside of the Classroom, Page 3 available from <http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf> to determine if a residential trip is to be charged or not.

5. Damage/Loss to property including reading/library books

In cases of wilful or malicious damage to equipment/property or breakages, or loss of school books on loan to children, the school may decide it right to make a charge in full or ask for a contribution towards the cost of the book. Each incident will be dealt with on its own merit and at the school's discretion.

We reserve the right to ask families for the full cost of any reading/library books borrowed by children and either damaged beyond repair or not returned to the school on request.

6. School dinners

All parents/ carers are required to register with Harrisons by registering online www.ealingmeals.com.

Parents reserve the right to choose whether their child has school lunches or a packed lunch from home. Parents/ carers who wish their child to have a school lunch need to pay our catering company Harrisons Catering LTD in advance. The school does not accept any payments for school lunches.

All payments for school lunches must be paid at least 6 weeks in advance.

Any staff/visitors/volunteers etc. who wish to partake of a school lunch will need to register on line with Harrison Catering LTD www.ealingmeals.com

Any lunch debts that is passed to the school from Harrisons will be sought from parents and carers. The school is not willing to use funds allocated for pupils' learning to supplement the cost of school lunches.



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7. Other charges

Montpelier admin office sells school book bags and school writing pens but does not charge VAT for these.

The Headteacher, Strategic Development Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying at their discretion.

Remissions policy.

Where non-chargeable (see above for exceptions) education is provided during a residential visit, then the parents of a pupil who receive the following support payments are eligible for a discounted remission of any charges that would otherwise be payable in respect of board or lodgings.

- Universal Credit in prescribed circumstances
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
- the guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.
- In the case of pupils who are eligible for Pupil Premium but not for Free School meals, a 25% discount may be applied to the cost of the residential trip.

The policy has been produced in accordance with Department of Education (DfE) Guidance, Charging for School Activities, October 2014.

This document will next be reviewed in line with DfE guidance in summer 2018.