



## HOLY TRINITY CHURCH OF ENGLAND SCHOOL

*Living and learning together as part of the family of God; we seek to inspire every person to be deeply rooted in the values of the Christian faith and to experience being connected in a loving community - to grow, flourish and bear much fruit. Inspired by John, Chapter 15:5*

Date policy accepted by the Governing Body:	Spring 2024
Date for review:	Spring 2025

### **Introduction:**

This Charging and Remissions Policy complies with statutory requirements, and is reviewed on an annual basis by the school Governing Body.

**Aims and Objectives:** The aims of this Policy are to:

- *Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.*
- *Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.*

### **The Legal background for charging in schools**

Where schools offer extended activities through third-party providers from the voluntary and private sectors, whether on the school site or elsewhere, those providers are not subject to any of the following legal constraints. However, schools providing such activities directly must comply with the law as follows:

- *Every school governing body must devise and publish a charging and fee remission policy*
- *A school cannot make any charges to parents unless this policy is in place.*
- *(The relevant regulations are summarised in A [Guide to the Law for School Governors](#) and in [Guidance on Charging for School Activities](#), both of which are linked to below)*
- *School governing bodies have powers to provide any facilities or services that further any charitable purpose for pupils, their families and for people who live and work in the local community (this includes childcare)*
- *Any profits made by a school from providing facilities or services must be reinvested in the school or in the service*
- *A school may use its delegated budgets to subsidize a child's access to chargeable extended activities at its discretion*
- *Schools may not charge for any study support activities provided during the school day with the exception of music tuition*
- *Schools may not charge for provision before or after the school day which delivers the National Curriculum or prepares a child for a public examination*
- *Schools may lawfully charge for other study support (for example, additional sport, drama and music clubs holiday activities, visits, and additional courses such as first aid).*

**Activities without charge:** *There will be no charge for the following activities:*

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and

an activity.

- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

### **Voluntary contributions:**

Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

Educational or other activities provided wholly or mainly outside school hours, which are not:

- *Part of the National Curriculum.*
- *Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.*
- *Part of religious education. (Note: This could include before and after school clubs run by the school).*
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.
- School may ask for contributions towards materials used in class

Any children of parents who do not wish to contribute will not be treated any differently.

### **Remissions:**

Where the parents of a pupil are in receipt of income support or family credit, the school will offer support for the parents to apply for bursaries from the providers.

### **Debt Policy**

Holy Trinity C of E Primary School has adopted a LOW DEBT policy. This will in effect mean all money for school meals and other contributions including clubs will need to be paid in advance.

**The school does not accept cash.**

All payments are made to the school through a secure payment system called School Money.

Parents who do not have access to the internet may use the school office computers or request help from the admin team to assist them with their payment

### **Debt Recovery**

The School will actively pursue the collection of monies owed to it.

#### **The School Business Manager is required to ensure that:**

- all invoices outstanding are accurately recorded and maintained.
- there is documentary evidence of all the steps undertaken by the school to recover the debt.
- This includes recording the dates that invoices and statements were distributed, and/or phone calls and letters that have been sent to debtors
- for all outstanding debts, a final statement (stamped final notice) is issued to all persons liable for the charge. This statement must state "further action will be taken if this account remains outstanding after a period of no less than 10 days

#### **The Governing Body must:**

- consider the arrangements for debt recovery
- consider the level of debt permitted at least every year
- approve the school undertaking legal action
- include in the minutes of the Governing Body their approval to pursue any outstanding debt
- ensure the anonymity of the families involved is preserved at all times

#### **Pursuance of Debt**

The School should:

- not pass onto the debtor any costs incurred in pursuing the outstanding debt
- give the debtor appropriate notification and time to pay the outstanding charge
- sent the debtor as a minimum a final statement, which states that this is the final notice and that further action will be taken.

#### **Waiving of Debt**

- The Executive Headteacher can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship up to £200
- A debt may be written off by resolution of the Governing Body on amounts of £200+ on the recommendation of the Executive Headteacher or delegate
- A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.
- Any action related to an outstanding debt or the waiving / reducing a debt should be dealt with confidentially between the debtor and the Executive Headteacher.

### **Charges from January 2024**

All prices per hour

Fees may be reviewed in April.

#### The Main Hall

£25 Per hour Monday to Friday

Classrooms (*prices are per hour per room*)

1 room £35.00

2 rooms	£25.00
3 rooms	£20.00

Playgrounds  
£100.00

Notes:

Deposit will be required for all one-off bookings depending on the nature of the booking

