

Christ Church  
(Church of England) Infant School and Nursery  
and  
Christ Church (Church of England)  
Junior School



## Charging and Remissions Policy

Grow and learn together in the presence of God.

Approved by Governors:

Effective from April 2025

Review Due: April 2026

## Christ Church Schools' Charging and Remissions Policy

This policy has been written in line with:

- Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.
- *'A Guide to the Law for School Governors'* (Chapter 32).
- Paragraph 1.9(n) of the School's Admission Code which came into force on 1 February 2012.

See Appendix 1 – Charging for School Activities

### Education

The Christ Church Schools **cannot and will not** charge for:

- an admission application to the school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

The Christ Church Schools **can and will** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below).

## **Optional Extras**

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. ( See exceptions outlined with each activity).

At Christ Church we aim to be an inclusive school and to offer all of our children the opportunity to access the activities and events that we organise. Remissions are therefore identified to support families on low incomes.

### Educational Visits and Visitors to School

#### Non chargeable but reliant on voluntary parental contributions.

The purpose of such visits is to support the children in their learning by accessing aspects of the National Curriculum in alternative, interesting and exciting ways. When these day trips or visitors to school are organised there is always a cost to school. This may take the form of coach costs and entrance fees or the cost of booking and employing professionals to come into school to deliver performances, workshops etc. to the children.

It would be unviable for the school to meet the cost of such visits from its budget. We therefore ask for voluntary contributions from each parent to cover the cost of the visit. No child is ever excluded from taking part in an activity if they do not make the voluntary contribution.

However it must be recognised that insufficient voluntary contributions place a cost onto the school which may result in visits or activities being cancelled.

Refunds will be made in relation to school visits if a child is unable to attend due to illness.

Some trips and activities may be subsidised by the Parents and Friends Association (PFA).

The contribution on behalf of children eligible for Free School Meals is met from the school Pupil Premium budget.

### Optional Extras -Chargeable

#### Residential Visits

The school cannot enforce a charge for activities or transport for a residential visit that falls mainly within the school week. (Not at weekends.) The school can charge for the board and lodgings of each child with the exception of those in receipt of Free School Meals.

### Example Costing:

	Per Child	Chargeable	Voluntary Contribution
Food and Accommodation	£88.00	✓ Non-free school meal children.	✓ Free School Meals children (FSM)
Activities and Coach	£63.00		✓ All children
Coach	£24.00		✓ All children
Total	£175.00		

Staff and Governors regard these visits as valuable and enjoyable learning opportunities, the survival of which may be at risk if sufficient voluntary contributions are not received. We hope that as many parents as possible will be able to make the voluntary contribution required to ensure they can continue.

The school does however request that the **£50 deposit is paid for every child**. This is a commitment by parents to secure their child's place. The school has to book the places in advance and is charged in full even if a child does not attend. The payment of £50 deposit to secure a booking will be refunded, if requested, to a child in receipt of Free School Meals, after the visit if they have attended.

### Musical Tuition

#### Music Service Tuition

#### Selection Procedure for Optional Musical Tuition:

In Year Three and Five the school offers the opportunity for a small number of children to learn to play a viola or violin.

The children are given an introduction to the instrument by the Peripatetic Teacher. The children are then asked to express their interest in playing the instrument after discussing the commitment of regular practice with their parents. The Peripatetic teacher then conducts a series of activities with the interested pupils and selects those with the stronger musical ability. These children are then offered a place.

### **Costing**

Children receive tuition each week and also have the loan of an instrument.

The school has agreed to subsidise this tuition and has made a charge of £252 per child for this academic year. This is apud in three termly instalments of £84.00. Children who are in receipt of FSM are asked to make a voluntary contribution of this amount but are not excluded from receiving tuition if they do not make the payment.

Children who are in receipt of FSM are not required to make a payment for tuition.

## **NOTE**

The school will support/subsidise the cost of tuition for a child in receipt of free school meals for one instrument only.

### Extra-Curricular Activities – Chargeable

Soccer 2000- Netball, cross country, football, homework club, choir etc.

The children are invited to attend clubs after school. The charge made is £4.00 per child per session. Children eligible for Free School Meals can access one club per term free of charge.

The school books the Soccer 2000 coaches for the full academic year and is required to pay for each session regardless of the number of pupils that attend. During the winter months attendance is low and the £4.00 charge does not cover the weekly fee. However, in the spring and summer terms attendance improves. We feel that the £4.00 charge offers value for money as two coaches attend each session.

Optional Extra Curricular Activities that are provided free of charge.

Recorder and Glockenspiel tuition takes place at lunchtime

No charge is made for pupils to attend tournaments or matches that are arranged outside of the school day. Staff give their time free of charge.

### Free School Meals

We advise our families of the criteria for eligibility for Free School Meals each academic year via the school newsletter and leaflets that are sent home. Any family wishing to check their eligibility is advised to visit the following website:

[www.wolverhampton.gov.uk/freeschoolmeals](http://www.wolverhampton.gov.uk/freeschoolmeals).

Children who are registered for free School Meals will receive all of the benefits identified within this policy even if they choose to bring sandwiches from home. In addition the school receives funding called Pupil Premium which is designed to help the school to provide for the children's education. A Report on how this money is used can be found on the school website.

The school currently provides flexible charging to families who just outside the Free School Meals threshold. Please contact the school office for further details if you feel that you may qualify.

## Milk

Milk is provided free of charge and is available to all children at lunchtime.

## Nursery

A small termly voluntary contribution is requested from nursery parents to cover the cost of cookery ingredients

## Nursery Session Charges

Please see the separate policy for Nursery admissions and charges.

## Paying for Information

Please see the Freedom of Information Policy for details of charges.

## After School Care

Please ask the Infant School Office for the current charges relating to After School Care which is run on our Nursery site each day. Please see the After School Care admission and charging policy.

## Late Collection Charges

The school provides a range of opportunities for children to remain at school under supervision beyond the school day. Children can attend After School Care until 5.45pm and they will be provided with a snack and a drink. Alternatively, there are a range of after school activities that run until 4.15pm or 4.30pm each day for a charge of £4.00/£4.50 per session. Parents who are unable to collect their child on time are welcome to take advantage of these activities to provide their child with planned and agreed childcare/ supervision.

Children who are not collected at the end of the day at Juniors go to the late collection room in year six to wait for their adult. Children who are late being collected at the infantschool are taken to the school office to wait for their adult. Children who attend the late room have a grace period of 10 minutes. Beyond this time a charge of £5.00 will be applied. This is to contribute to the additional staffing that is required to supervise the children beyond the school day. This charge will increase by an additional £5.00 for each additional 5 minutes of lateness.

## Example

School ends at 3.25pm

3.25pm – 3.35pm grace period

Collection between 3.36pm -3.50pm - £5.00 charge

Collection between 3.51pm -4.05pm - £10.00 charge

Collection 4.06pm and 4.20pm - £15.00 charge

On rare occasions incidents will occur that mean a parent will be late. On these rare unforeseen emergencies no charge will be made. It is parent's responsibility to arrange child care. It is not acceptable to assume that staff will supervise their child every day beyond the agreed time.

Late collection charges apply to all pupils at the end of each session at Infants, Nursery, Juniors and After School Care.

Late charges at After School Care and After School Clubs do not have a grace period and late charges will apply from the time of dismissal from the club. For example:

For a child at After School Care collected after 5.45pm - a £5.00 charge for each five minutes of late collection will be applied.

Example:

A child collected between 5.46-5.50 will be charged £5.00

5.51-5.55 £10

5.56-6.00- £15

Etc.

### School Uniform

The children at Christ Church are required to wear school uniform to attend school each day. The school uses Lads and Lasses to provide uniform with the school logo. However, children are not required to wear uniform with the logo. Children can wear plain sweaters, polo shirts and PE tops but they must not contain alternative sports logos.

Children transferring from the Infant school to the junior school can continue to wear their existing uniform until it needs to be replaced due to the child's growth or natural wear of the item. There is no requirement for parents to replace items that are in good condition.

The school also offers the opportunity to purchase pre-used uniform, that is of good quality, through the online uniform shop accessible through the school website.

