The Constance Bridgeman Centre

Charging and Remissions Policy

Written on

January 2025

Due for review on

January 2026

CONTENTS

INTRODUCTION 2

SCHOOL TRIPS 2

EXAMINATION ENTRIES 3

MATERIALS FOR ART, CRAFT & DESIGN AND DESIGN & TECHNOLOGY 3

MUSIC TUITION 3

ACTIVITIES OUTSIDE SCHOOL HOURS 3

DAMAGE/LOSS OF PROPERTY 4

VOLUNTARY CONTRIBUTIONS 4

SCHOOL MEALS 4

UNIFORM 5

REMISSIONS POLICY 5

INTRODUCTION

1.1 This charging policy has been approved in accordance with s457 of the Education Act, 1996.

SCHOOL TRIPS

2.1 Day Trips

No charge will be levied in respect of day trips.

2.2 Residential Trips – essential

For residential trips which are essential to the National Curriculum, statutory Religious Education (RE) or in preparation for prescribed examinations, a charge will be levied for board and lodging.

2.3 Residential Trips – non-essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

(i) If the amount of school time on the trip is less than half of the total time on the trip, a charge will be levied up to the full cost of the trip.

(ii) If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

2.4 Transport - all transport during school hours is free of charge.

EXAMINATION ENTRIES

3.1 A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

3.2 A charge will be levied in respect of examination entries for pupils where:

(i) the school has prepared the pupil for the examination;
(ii) it considers that for educational reasons the pupil should not be entered; and
(iii) the pupil's Parent/Carer wishes the pupil to be entered.

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

3.3 A charge will be levied where a pupil fails, without good reason, to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

3.4 A charge at cost will be levied in respect of supplementary learning material at KS3 and KS4.

MATERIALS FOR ART, CRAFT & DESIGN AND DESIGN & TECHNOLOGY

4.1 Where a pupil or Parent/Carer wishes to retain items produced as a result of art, craft and design, or design and technology, a charge will be levied for the cost of the materials used.

MUSIC TUITION

5.1 At present, CBC levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons.

5.2 No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus being followed by the pupil.

5.3 No Redbridge Music Service charge is levied to Parents/Carers in respect of singing during the school day.

5.4 Remission of some RMS fees may be available when Parents/Carers of pupils receiving music tuition are in receipt of Free School Meals (FSM), Income Support, Universal Credit, Job Seekers Allowance or Employment and Support Allowance (ESA).

ACTIVITIES OUTSIDE SCHOOL HOURS

6.1 No charge will be made for activities outside school hours that are part of the National Curriculum or RE, or that form an essential part of the syllabus for an approved examination.

6.2 If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

6.3 For all other activities outside school hours, a charge up to the cost of the activity will be levied.

DAMAGE/LOSS OF PROPERTY

7.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

VOLUNTARY CONTRIBUTIONS

8.1 Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite Parents/Carers to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their Parents/Carers have made any contribution in response to the request or invitation. If there are insufficient contributions the trip may not go ahead.

SCHOOL MEALS

School meals are available to pupils at a cost of £2.00 per day or at no cost to those in receipt of a free school meal entitlement.

To enable the service to be efficiently planned the school requires advance notice of your child's requirements (half a terms notice is required to change arrangements).

9.1 Paying for school meals:

The payment for meals is required in advance on a weekly, monthly or half-termly basis.

9.2 By Cheque or cash:

Please send money into school on a Monday, or the first day of the school week. Payments must be in a sealed envelope with the name of your child, class and the amount enclosed written on the envelope.

In the case of absence, please send payment on the first day back at school. Cheques to be made payable to The Constance Bridgeman Centre. If your cheque is returned unpaid you may be charged the relevant banking fee. You may also be charged an administration fee representing 5% of the value of the cheque.

If payment has not been made

If your child has taken a school meal which has not been paid for you will be sent on Tuesday a reminder detailing how much you owe. Payment must be made immediately and can be sent in with your child. If payment is not received by Friday a further letter will be sent detailing the consequences of non-payment and a final date by which payment must be made.

If the matter remains unresolved, you will be sent a 3rd and final letter requesting payment and detailing the school's next course of action.

The school cannot tolerate debt amounting to more than one week's payment, as if debts are incurred then the school budget has to pay for them. This means that money that should be spent on the children's education is used to pay for debts incurred by Parents/Carers. If a Parent/Carer repeatedly fails to provide a packed lunch, or sufficient monies to cover the cost of school meals, there may be a referral to Social Services as this has an affect on a pupil's welfare.

The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for FSM has not been received, and some schools are known not to provide a meal in these circumstances. We will therefore act promptly to address such issues at an early stage, in order to prevent arrears of dinner monies from accumulating to a point beyond Parent's/Carer's means to settle.

The school will, in exceptional circumstances, postpone the refusal to provide meals where Parents/Carers have advised the school of their financial situation and school is satisfied that the funding will be forthcoming.

The school will work closely with Parents/Carers in working out a form of payment plan to help resolve the situation if requested by the Parent/Carer.

Information regarding FSM is available from the school office

UNIFORM

The Governing Body monitors and reviews the school uniform charges

(i) seeking the views of Parents/Carers, to ensure that they agree with and support the policy.
(ii) considering, with the Headteacher.
(iii) and any requests from Parents/Carers for individual children to have special dispensation with regard to school uniform.

Our uniform charges are as follows:

(i) Polo Shirts - £5.
(ii) Jumper - £10.

REMISSIONS POLICY

11.1 The Headteacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

11.2 The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

11.3 If, once all invoices have been settled and there is a surplus in the fund, a refund will be made to the pupils who attended if the refund exceeds £4 per head.