



### Charging and Remissions Policy

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<b>Statutory Policy</b>	Yes
<b>Review Cycle</b>	Annually
<b>Last Review</b>	March 2025
<b>Next review</b>	March 2026

<b>Date of Review</b>	<b>Section/Subheading</b>	<b>Details of changes</b>
March 2025	Section 3	Updated Governors Handbook to the new Maintained Schools Governance Guide
	Section 5.4	The updated section states that the school can use discretion to accept bursary applications from students experiencing financial difficulties, even if they do not meet the usual criteria.
	Section 5.10	Updated music tuition fees for this academic year



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## **1. Introduction**

- 1.1. At Stoke Newington School (SNS), we are passionate that students' learning, and life, and experiences are enriched by the opportunities they can gain from coming to our school. We recognise the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards students' personal and social education. Stoke Newington School aims to promote and provide activities both as part of a broad and balanced curriculum as additional optional activities.
- 1.2. The staff team and leaders across the school are committed to equality and students should not be disadvantaged because of their backgrounds. With this in mind, we want all our students to have an equal opportunity to benefit from the school's activities, both on and off site, within and outside the curriculum, regardless of their family's financial means.
- 1.3. While wishing to promote and provide as broad a range of such activities as possible for the benefit of all students, Stoke Newington School reserves the right to make a charge for certain activities organised by the school from time to time. This policy sets out our approach to charging and remissions.

## **2. Aims and Objectives**

- 2.1. To ensure families are aware of the costs Stoke Newington School will charge for and will not charge for and where voluntary contributions will be requested.
- 2.2. To ensure transparency in setting charges, so that parents know how charges are determined.
- 2.3. To enable families to understand how Stoke Newington School uses its budget to pay for enrichment opportunities for children and parents.

## **3. Legislation and Guidance**

- 3.1. This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. This policy also complements information given in section 7 of the Maintained Schools Governance Guide.
- 3.2. It's also based on guidance from the DfE on statutory policies for schools and academy trusts.
- 3.3. This policy does not apply to charges made and determined by other organisations offering activities and services on school premises.



#### 4. Roles and Responsibilities

##### 4.1. The Governing Body

- The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.
- The Governing Body also has overall responsibility for monitoring the implementation of this policy.
- Responsibility for approving the charging and remissions policy has been delegated to the Resource Committee.
- Monitoring the implementation of this policy has also been delegated to the resource committee.

##### 4.2. Headteacher

- The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

##### 4.3. Staff

- Staff are responsible for implementing the charging and remissions policy consistently.
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- The school will provide key staff with appropriate training in relation to this policy and its implementation.

##### 4.4. Parents

- Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

#### 5. Charging

##### 5.1. School Meals

- Stoke Newington School will charge all students who are not entitled to free school meals an amount determined by the governing body of the school. The current free school meals (set meal) charge is £2.60 per eligible student per day. Food taken above this value will be chargeable at full rate.

##### 5.2. Breakfast Club

- This is an additional provision that the school offers to all students between 7.45am and 8.30am, Monday to Friday during term time. This is a free service offered in partnership with the National School Breakfast Program- Family Action.

##### 5.3. Lunchtime and After School Clubs

- At SNS, clubs run each term and are led by SNS staff as part of their directed time. There are enough clubs for every student to participate in at least one enrichment activity. We draw on the School's Student Premium funding to support some of the associated costs.
- Lunchtime clubs are offered for all year groups run for 35mins, Monday to Friday during school term time.
- After school clubs run from 3.10pm to 4.10pm, Monday to Friday.
- Stoke Newington School reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in after-school clubs, for example the cooking club. This will be at the discretion of the school and reviewed on an annual basis. **The charge for cooking club for academic year 2024-25 is £15 per term,**



**subsidy/zero fee is offered to students classified as student premium and those eligible to free school meals.**

- Additional activities may be organised to meet demand when students show real motivation for a particular area of specialism. Stoke Newington School reserves the right to charge for activities where we do not have a skills base.

#### 5.4. Materials, equipment, and ingredients

- Stoke Newington School will not charge for learning materials, such as books/notebooks, that are essential to the KS3 and KS4 curriculum. The school sells revision books to further support teaching and learning. These are priced at cost and available on the school website <https://app.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=416>
- Parents/carers are expected to purchase the learning materials for students in KS5. Bursaries are available upon application for look after children, student premium students and those eligible for free school meals. Exceptions are also made for students facing financial difficulties which would have otherwise affected their education.
- The school will provide one ID card, student planner and timetable to each student at the beginning of each academic year. Replacement for lost items will be charged at: Planners £2.00, and ID card £5. Printing is free for students whose printing is for educational purposes. This usage is monitored by the IT department.
- SNS reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in school hours (for example during art, design and technology lessons) where parents/carers have confirmed that they wish to own the finished product. The value will be at the discretion of the school.

#### 5.5. Uniform

- All students in Years 7 to 11 are expected to wear the Stoke Newington School uniform with pride. Mandatory school uniform and PE kit are clearly described on the school's website, please follow the link for more information <https://www.stokenewingtonschool.co.uk/parents/uniforms-and-pe-kit>.
- Parents/carers are required to pay for school uniform. Stoke Newington School works in partnership with two local suppliers. These are: Trutex Ltd and Uniform-me.
- Parents/carers are encouraged to contact the school when in need of financial support towards the cost of uniforms. Stoke Newington School keeps a bank of donated/secondhand uniforms that can be given away.
- Stoke Newington School also keeps a variety of black smart shoe sizes for both boys and girls which can be loaned to students and collected back at the end of the school day.

#### 5.6. Work experience

- Work experience helps young people to explore their strengths, weaknesses, and skill gaps. Stoke Newington School works very hard to enable rewarding work experience placements for our students in year 10. Work experience usually takes place during the summer term. It involves a minimum of 5 days outside school to attend a workplace. Parents/carers are expected to cover the costs of travel and meals during the work experience period. Students eligible for free school meals will be awarded a meal allowance of £2.60 per day via supermarket voucher.

#### 5.7. Optional extras. Trips and Visits

- Stoke Newington School strives to provide a range of activities which are held outside the compulsory curriculum.
- Charges may be made for some activities that are known as 'optional extras'.



- Optional extras are education provided outside of school time that is not:
    - part of the national curriculum.
    - part of a syllabus for a prescribed public examination
    - part of religious education.
  - Examination entry fees if the student has not prepared for the exam at the school.
  - Extended day services such as after school clubs.
- Parents/carers will be notified in advance of such activities and their estimated cost.
  - Parents/carers consent will be obtained for a child's participation in any activity for which a charge is made. Any charge will depend upon the type of activity, its cost, and the number of participants. This charge will not exceed the total cost of providing the activity.
  - Where an activity is not regarded as an 'optional extra'; only board and lodging charges will be made.

#### 5.8. Residential activities

- At Stoke Newington School, we value how residential experiences can positively impact learning experiences beyond the classroom. The opportunity to live out values learnt in school and build confidence and personal characteristics beyond the classroom can be incredibly powerful for young people. As such we aim to facilitate annual residentials for a period between 3 to 5 days.
- If the activity is during school hours, charges will be made for the board and lodging element of such activities. Parents/carers will be notified in advance of these activities and their estimated cost, and consent will be obtained for a child's participation in the activity for which a charge is made. Charges will be calculated by reference to the total cost of providing the trip for each student.
- All charges for residential trips will be made in line with government guidelines and will consider the circumstances of parents. The charge will not exceed the actual cost. All families classified as pupil premium on the school's record will be entitled to 50% subsidy through the pupil premium funding. Please refer to the Remissions section of the policy for further details.
- Stoke Newington School reserves the right to cancel trips if they become economically unviable. Adequate notice will be given to notify parents of such decisions and refunds will be processed as required.

#### 5.9. Examination Fees

- No charge will be made for the entry fee for the first examination attempt when the subject is listed on the school's curriculum and the student has been prepared at the school. For re-sits that the student has been prepared for at the school (and for which the school has paid the entry fee) if the student fails, without good reason; the fee involved may be recovered from the student's parents/carers. Where this is the case, in exceptional circumstances, such as the illness of the student, the fee payable by parents/carers may be remitted by the school.
- Where a student and his/ her parents wish to enter a public examination for a subject/course not delivered by the school, a charge for the cost of entering the student for the examination may be taken. This will be agreed by the parents/carers before sitting the exam.
- Stoke Newington School recommends which candidates should be re-entered for exams in cases when students did not reach their potential grade. Re-entries under these criteria will be at the school's expense).
- Parents/carers can request to pay for a re-sit if the school has not already recommended this



to take place. In this circumstance, and where the school has not prepared the student for the examination, Stoke Newington School will have the right to charge the exam entry fee.

- The school may charge parents examination appeal or re-mark fees where the school does not support a re-mark. These fees will be fully reimbursed if the appeal or re-mark is successful.

#### 5.10. Music Tuition

- There is a charge for individual tuition in the playing of a musical instrument whether in or out of School hours. Any such tuition must be delivered with the agreement of Parents/carers. Instrumental music tuitions costs are sponsored by the school currently. Parents/carers are charged a percentage of the full cost of providing a music teacher.
- Instrumental music lessons fees for academic year 2024-25 are:
- Students are charged £10 a term per student for individual lessons and £5 for paired lessons.
- A 50% or zero fee concession is given to pupil premium students and those entitled to free school meals.

#### 5.11. Performances

- Media Studies gives students the chance to develop a critical understanding of the role of the media in daily life. Students combine practical and theoretical knowledge and gain valuable insight into the way the media works.
- Stoke Newington School will aim to organise two or three productions a year where our students can share their learning and achievements with parents, friends, and family. The school will sell admission tickets for each production. Tickets will have a minimum value of £5 and a maximum of £10 per ticket. Parents/carers of pupil premium students will be offered a concession of 50% of the value. Cost will depend on the nature of the performance. Parents/carers will be informed in writing of the arrangements for the productions.

#### 5.12. Loss or damage of school resources

- The cost of repairing damage and replacing school property or equipment (lost, defaced, or damaged) remains the responsibility of the parents/carers when this damage or loss is the result of their child's behaviour or negligence. This principle will also apply to damage or loss to third party's property whilst the student is on school business.
- Parents/carers are reminded that students should not bring valuables into the school and understand that Stoke Newington School takes no responsibility for any items lost or stolen. Mobile phones are not permitted.

#### 5.13. Community Users

- The school lets out its premises and facilities to members of the local community and other organizations with the Local Authority, businesses, charities, and sports clubs. These are charged at a highly subsidised fee.

### 6. Voluntary Contributions

6.1. Stoke Newington School may in certain circumstances invite parents/carers to make a voluntary contribution to activities which would not otherwise be possible.

6.2. Where contributions are requested, they are simply to support an expensive activity or opportunity being offered to the students that the school cannot subsidise in total from its budget.



### 6.3. Principles around voluntary contributions:

- Students whose parents do not wish to contribute will not be treated any differently.
- No student will be excluded from the activity if their parents do not contribute.
- Where there are insufficient contributions to make the activity viable, the activity may be cancelled, and any contribution collected will be fully returned.
- We ask parents for a voluntary contribution per term to enable more clubs to run.

### 6.4. Charity-Third party donations

In the event of donations to third party charities, 100% of the donations are paid over to the charity. All charities are chosen democratically with approval from the senior leadership team. Parents and students are made aware that funds are for external charities and donations are entirely voluntary. Cash collected is firstly counted by organisers and double counted by the finance team. Both parties sign to confirm the total value collected.

## 7. How we calculate charges

7.1. Stoke Newington School always looks to ensure best Value for Money (VFM) when researching the activities and opportunities for our students and family.

7.2. In calculating charges, we take into consideration:

- Any associated equipment that is necessary as part of the 'extra' activity/offer.
- The cost of building use and accommodation.
- The cost of additional / non-teaching staff.
- The cost of teaching staff working under contracts to specifically provide the extra activity/offer.
- We ensure that any charge cannot exceed the actual cost of providing the extra activity, the school cannot make any profit.

## 8. How the school subsidises visits, experiences, and opportunities

8.1. Applying for Grants

- We actively seek to secure grants to support the experiences of students at our school.

8.2. Sale of goods

- We actively work with community initiatives to help generate income that supports the learning and experiences of students, families, and staff. Departments can make artistic products which can be resold to raise money for a specific purpose.

## 9. Remissions – What to do when Parent/Carers cannot meet charges

9.1. Parents/carers may apply for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case-by-case basis. Stoke Newington School may from time to time decide to remit all or part of the cost of activities involving particular students. This will be at the discretion of the senior leadership of the school. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made.

9.2. We understand that sharing financial challenges can be uncomfortable for some families, but it is important that parents/carers keep in mind school leaders are eager to help, will have likely worked with other families in similar situations, and are committed to ensuring all students can experience the wonderful opportunities Stoke Newington School offers.





9.3. When arranging a chargeable activity, Stoke Newington School will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers must complete the Application for Remission form (Appendix A) and forward it to the Head teacher, if requested, and provide proof of their income or benefit.

9.4. Authorisation of remission will be made on behalf of the Governing Body. All parents/carers, however, will have the right to appeal against the decision, normally represented by the Chair or Vice-Chair of the Governing Body.

9.5. Parents/carers providing proof of being in receipt of one of the following will be given remission of charges of board and lodging for chargeable visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided parent/carer are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, the household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Other exceptional circumstances may be considered by the senior management team at the school.

9.6. In the case of uniform support or other chargeable activities, remissions will be at the discretion of the Senior Management Team.

## **10. ParentPay**

10.1. Stoke Newington School uses ParentPay platform to receive money from parents/carers paying for chargeable activities and resources. ParentPay is a cashless system to remove the possibility of loss or theft of money from students. All charges for income of any nature from parents/carers must be made through ParentPay.

10.2. Dinner money is collected via ParentPay and directly to the caterers.

## **11. Monitoring**

11.1. The Head of Finance is charged with monitoring charges and remission and ensuring that these comply with this policy.



**Appendix A – Application for Remission from Charges**

<b>Name of student. Year group</b>	<b>Name of parent/carer:</b>
<b>Date:</b>	<b>Signature of parent/carer:</b>
<b>Total cost:</b>	
<b>Amount you are requesting from the school for support:</b>	
<b>Activity/funding required for:</b>	
<b>Reason for application/circumstances:</b> <i>(Please provide details of benefits currently received)</i>	

<b>To be completed by Stoke Newington School</b>
<b>Granted</b> <input type="checkbox"/> <b>Not granted</b> <input type="checkbox"/>
<b>Amount and breakdown of subsidy granted:</b>
<b>Approved by:</b>
<b>Budget funded from?</b>

**Distribution List: (if applicable)**

Finance Department	
Headteacher	
Trips Leader	
Other	