



**ST. ANNE'S C.E. (VC) PRIMARY SCHOOL**



**CHARGES AND REMISSIONS POLICY**

**'Together With God, Making Learning a Life Long Friend'**

Approved:	28.6.2021
Review Date:	31.8.2022

**AIM**

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449 - 462.

**RESPONSIBILITIES**

The Governing Body of the School are responsible for determining the content of the policy and the headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the headteacher and or Governing Body.

**DEFINITIONS**

**Community Facilities** - activities which the governors do not feel is of direct educational benefit to children at the school.

**Extended school provision** - provision of childcare outside the standard school day where it is optional as to whether the child attends.

**External Lettings** - letting to an organisation other than the school.

**Remission** - where a charge is not payable, either in full or in part.

**Sinking Fund** - a reserve put aside over a number of years to pay for major maintenance or renewal costs.

**PROHIBITION OF CHARGES**

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupils are 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 an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage Two Instrumental and Vocal Tuition Programme (Wider Opportunities).
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside of 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

## **CHARGES**

(a) Board and lodging on residential visits (not to exceed the costs).

Children who attend any residential trips that the school undertakes would be expected to pay the full cost where applicable.

(b) The proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras) to meet the costs for:

- Travel
- Material and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs

(c) Individual or group tuition in the playing of a musical instrument. Cost of hire of any music instruments.

(d) Re-sits for public examinations where no further preparation has been provided by the school.

(e) Costs of non-prescribed examinations where no further preparation has been provided by the school.

(f) Any other education, transport or examination fee unless charges are specifically prohibited.

(g) Breakages and replacements as a result of damages caused wilfully or negligently by pupils. The governors recognise that there may be circumstances where wilful damage may have been caused and therefore consider it reasonable to ask for a financial contribution.

(h) Extra-curricular activities and school clubs. Under normal circumstances the governors commend the staff for their additional time spent to provide activities out of school. These activities are voluntary and free of charge unless there is an additional cost incurred by the club for materials which the children will then be asked to contribute to. Some clubs are run by staff from the school; however, should a private provider enter into an arrangement with the school then it is considered acceptable for charges to be made on the condition that the provider meets all the required regulations.

(i) Letting of the school premises or grounds. Any external agency wanting to use the school or grounds will be charged a fee by the school. This fee will depend upon the activity, the length of time, rooms used and implications for site staff. The school will need to take all this into account before setting a fee. For lettings, the charge should at least cover the cost, including: Services (heat & light) Staffing (security, caretaking & cleaning) Administration Wear and tear (sinking fund)

(j) Extended school care activities such as breakfast club, after school club, holiday clubs and 'wrap around' nursery provision. All extended care will be charged at an agreed rate and parents are requested to pay in advance unless under exceptional circumstances.

(k) Charges for materials or ingredients where the pupils wish to have the finished product. This is unlikely to occur under normal circumstances but a small charge to cover costs of materials would be appropriate.

The school will also consider:

- The proportion of the costs to be recovered where a charge is to be made;
- Whether any remission is to extend beyond the statutory minimum;
- If special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- Arrangements for education where the parents fail to pay the charge being levied by the school. Headteacher's discretion
- The level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey. Trips cancelled if more than 15% of parents do not pay.
- The maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;

This to be raised at the time for a decision depending on activity by the Finance Committee.

- Any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary. Headteacher's discretion

## **REMISSIONS**

Where the governing body have determined to charge for board and lodging on a school trip the following paragraph must be included):-

Children, whose parents are in receipt of the following support payments will in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board or lodging costs during residential school trips. The relevant support payments are:

- a) Income Support
- b) Income Based Jobseeker's Allowance
- c) Income Related Employment and Support Allowance
- d) Support under part VI of the Immigration and Asylum Act 1999
- e) Child Tax Credit and no working tax credit with a household income of less than £16,190
- f) Universal Credit

## **VOLUNTARY CONTRIBUTION**

Parents will be invited to make a voluntary contribution for the following:

- a) School Trips/Educational Visits
- b) Cost of visitors to school, providing additional learning opportunities
- c) Materials for items created that will be taken home
- d) Cooking ingredients where items made will be consumed by the children or taken home
- e) Creative Days where an artist may be employed in school
- c) Specific art/technology activities that may incur additional cost

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay, and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

In the event of insufficient funds being available the school reserves the right to cancel a trip. This has been set at 15% of pupils.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the headteacher.

**See Lettings Policy**