

Stoneydelph Primary School

Charging and Remissions Policy



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. Academies are required to comply with this Act through their funding agreements.

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

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Responsibilities

The Governing Body of Stoneydelph Primary School are responsible for determining the content of the policy. Any determinations with respect to individual parents will be considered jointly by the head teacher and Governing Body. The Governing Board also has overall responsibility for monitoring the implementation of this policy.

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

Our 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 senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Prohibition of Charges

The Governing Body of Stoneydelph Primary School recognise 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 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 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 2 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 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;
- transporting 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 he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Charges

Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

- (a) board and lodging on residential visits (not to exceed the costs)
Arrangements may be made for children of families on forms of income support or in special circumstances to enable them to take part in these visits. This is stated clearly on letters and is dealt with discretely and in confidence by the headteacher. Parents/carers will be given the option of a payment plan to spread the costs of the residential visit
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument
- (d) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (e) extra-curricular activities and school clubs (including those run through outside agencies/specialists, for specialist tuition or materials where the finished product can be taken home)
- (f) Letting of the school premises or grounds
- (g) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (h) Charges for materials or ingredients where the pupils wish to have the finished products
- (i) Out of school activities eg: discos, cinema club run by the PTA / staff to raise funds for the school or for a charity.

Consideration also needs to be given, on an individual basis, to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget will be no more than one quarter of the total costs where the level of voluntary contributions is insufficient to fund the visit or journey. Should this need to be exceeded, the visit will be cancelled;
- 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;
- any charge for a pupil activity will not exceed the actual cost. If further funds need to be raised to help in hardship cases, this will be voluntary;
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)

Pre-School / Nursery Provision

These are the hours and charges from September 2019

These are for the additional hours and charges over / alternative to the 15 hours or 30 hours funded provision available to those who are eligible.

Lunchtime 1.45 – 12.15 £2.50 per session with own packed lunch or a school dinner (additional cost in line with school meal charges)

Morning (8.45am – 11.45am) or afternoon (12.15 – 3.15pm) 3 hour sessions £12.75

Breakfast Club and After-School Club

These are the hours and charges from September 2019

There are no remissions with Breakfast or After-School Club

Breakfast Club: From 7.30am £4 per session (place must be booked)

From 8.15am £2 per session (drop in)

After School Club: Collection up till 5pm £5.50 (includes snack)

Collection after 5pm until close at 6pm £8.00 (includes snack and meal)

Breakages and Fines

Governors reserve the right to ask parents/carers to pay for the cost of replacing any item such as:

- Broken windows
- Defaced, damaged or lost items
- Replacement reading or homework books or diaries
- Any item damaged as a result of unsatisfactory pupil behaviour.

Special Needs

The Governing Body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a disadvantage. When special provision is necessary

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to support a child with special needs, resources will be made available from the special needs budget or additional funding that may come with an EHC plan.

Remissions

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the Headteacher and Governing Board and will depend on the activity in question and circumstances.

The school will make a contribution towards the cost of the Year 6 Residential Visit to support all pupils to participate in this activity.

Voluntary Contribution

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

- a) School educational trips
- 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

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.

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 head teacher.

The school reserves the right to cancel an activity if we do not receive sufficient voluntary contributions to make the trip / event financially viable.

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Date of Policy review: December 2020

Policy approved

Chairperson