

GREYSBROOKE PRIMARY SCHOOL



CHARGING & REMISSIONS POLICY 2018

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 Governing Body.

Definitions

Community Facilities – activities which the governors do not feel are 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 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

- (a) Board and lodging on residential visits not to exceed the costs specified by the residential centres
- (b) Where an individual child engages in activities wholly or mainly outside school hours ('optional extras') a small charge will be made towards the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) entrance fees
 - (iv) insurance costs
- (c) £68 per term is payable for individual or group tuition to learn to play a musical instrument.
- (d) Wherever a charge is made or a voluntary contribution requested, the amount will not exceed the anticipated actual cost of the activity taking into account the number of children (including known remissions), costs per head, transportation costs, entry fees, etc. Consideration will be given to those pupils and families eligible for Pupil Premium funding.
- (e) Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- (f) Extra curricular activities and school club charges vary according to the activity with some being offered free due to the Primary Sports and PE Grant.
- (g) Extended school care activities such as after school club and nursery provision are currently run by providers who determine their own charges.
- (h) Occasionally charges are made to cover the cost of materials or ingredients where the pupils have the finished products.

We give consideration 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 and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- 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 should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary;
- for lettings, the charge covers the cost, including services (heat & light), staffing (security, caretaking & cleaning), administration, wear & tear (sinking fund).

Lettings

Full details or charges and guidance for lettings is given in the school's Lettings Policy.

Remissions

Children who are in receipt of free school meals/pupil premium funding will also be entitled to a remission of charges towards board and lodging costs during residential school trips.

Voluntary Contribution

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

- a) Educational visits.
- b) The school encourages parents to make an annual contribution to the school fund to support school development priorities.

The terms of any request made to parents will specify that the request for a voluntary contribution 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.

Date of Policy approval: 28 June 2018

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Policy approved: Julia Barnett
Chair of Resources Management Committee