

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.

Responsibilities

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

Definitions

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** – The full charge made the Outdoor Education Centre per individual pupil for a residential visit may be subsidised by the Governors. Parents will be asked to pay the residual charge in full and in advance of departure. This charge will be notified to parents well in advance and the option to pay in instalments offered.
- (b) **Individual or group tuition in the playing of a musical instrument**
 Music lessons provided by private peripatetic music tutors, are offered to pupils from year 2 upwards on a variety of instruments. All lessons are charged at a flat rate of £7.50 and depending on the abilities of children requesting lessons and the type of instrument, this will either be a one to one lesson for 20 minutes or a 30 minute session with a maximum of two children. This will be entirely at the discretion of the tutors to ensure maximum benefit for the children and practicality for the tutor.

Music tuition fees should be paid termly in advance through Parent Pay. Parents will be advised each term how many teaching weeks there will be in the following term and by what date fees should be fully paid. Non payment will result in lessons being withdrawn.

Parents are asked to commit to lessons for a term only and no refund will be available should a child decide to give up their learning during this period.

In the event that the tutor is unable to make a lesson either the lesson will be rearranged or a refund of £7.50 for each missed session will be made at the end of the term. Refunds will not normally be applicable

for sessions missed through pupil absence when the tutor has been available in school to teach.

The provision for music tuition and any resultant charge will be reviewed by the Governors on an annual basis.

(c) Letting of the school premises or grounds

Applications for external lettings will be assessed by the Governors on an individual basis. Where approved the hirer will be required to pay in full upon signing the hire agreement, any fee, together with any returnable deposit, as determined by the Governors sufficient to cover:

- Services (heat & light)
- Staffing (security, caretaking & cleaning)
- Administration
- Wear & tear (sinking fund)

(d) Extended school care- After school club.

The following fees per session are currently charged for children using the after school care club facilities:

Where number of sessions are pre-booked and paid for at the start of the half term:-

After School until 4.30pm	£4.00 per session
After School until 5.30pm	£6.00 per session

Please note that no refund will be given for the non take up of pre-booked sessions within a half term but any additional sessions used will be charged at the rate below.

Where sessions are taken on an ad hoc basis:-

After School until 4.30pm	£5.00 per session
After School until 5.30pm	£7.00 per session

The level of fees for after school care will be reviewed by the Governors on an annual basis.

Care club fees should be settled, via Parentpay, either in advance or at the latest within 7 days of a session being taken.

(e) Extended school care- Breakfast club.

The following fee is currently charged for children using the breakfast club facilities: £1 per session.

The daily breakfast charge should be settled through the ParentPay system.

The level of fees for the breakfast club will be reviewed by the Governors on an annual basis.

(f) School Meals

For pupils in the Foundation Stage and Key Stage One, a lunchtime school meal will be provided without charge under the Universal Free School Meal scheme.

For Key Stage Two pupils (except those that are entitled to free school meals) the cost of a school meal will be £2.10 per day.

School meals should be paid for in advance via the online ParentPay system (or in cash via PayPoint). A maximum arrears limit of £10 is available on ParentPay dinner money accounts however this should only be relied upon in cases where a parent genuinely forgets to pay in advance.

Debt advice letters will be sent home on a weekly basis when a ParentPay dinner money account goes into arrears.

Children may not be provided with a school lunch where the cost of the meal takes the ParentPay account beyond the £10 arrears limit. Until the account is returned to credit parents should provide a packed lunch for their child.

Where a child frequently presents for a school meal without available funds on the ParentPay account to cover the cost, the Headteacher may inform social services as these parents are failing in their duty of care by not providing food for their children at lunchtime.

Please be aware that if dinner money debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education has to be diverted to pay for debts incurred by parents.

(g) Breaktime Snack Service

The published charges for the breaktime snack service are applicable to all pupils regardless of free school meal entitlement.

Snacks will only be served when there is sufficient credit (ie not in arrears) available on a child's ParentPay dinner money account to cover the cost.

Remissions

Children whose parents are in receipt of the following support payments, in addition to having a free school lunch entitlement, may where there is a definite educational benefit and sufficient funding available, also be considered, at the Governors discretion, for subsidised or the full remission of charges for:

- a) Board and lodging costs during residential school trips.
- b) Music tuition fees.

The relevant support payments are:

- I. Income Support
- II. Income Based Job Seekers Allowance
- III. Income Related Employment and Support Allowance
- IV. eligible for Child Tax Credit **but not** Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. **Please note:** anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify
- V. The Guarantee element of State Pension Credit (from 30th April 2005)
- VI. Support under part VI of the Immigration and Asylum Act 1999
- VII. In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- VIII. Universal credit

Voluntary Contribution

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

- a. An amount, at the most equal to the proportionate costs for an individual child, of educational visits to meet:
 - (i) Travel costs
 - (ii) entrance / workshop fees

Where less than 2/3 of the total cost of the visit is recovered through parental contributions the visit may be cancelled at the discretion of the Headteacher.

- b. breakages and replacements as a result of damages caused wilfully or negligently by pupils –*level of donation request at the discretion of the Headteacher.*
- c. extra-curricular activities and school clubs – parents may be requested to contribute towards the cost of materials or ingredients where the pupils will be taking home a finished product.
- d. an amount at the most equal to the proportionate costs for an individual child of educational 'special events' in school within school hours eg, visit of poet, theatre company, etc. may be requested.

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.

Policy & charges reviewed & approved June 2015

Date of next review June 2016