



Charging & Remissions Policy

This policy was re-adopted in December 2014
This policy will be reviewed in December 2016
Headteacher's signature:
Chair of Finance Committee signature:

HEAMMOOR PRIMARY SCHOOL

Charging & Remissions Policy

Rationale

Our Charging Policy is based on the LA policy but it has been modified to suit the needs & circumstances of Heamoor CP School. This policy is drawn up in accordance with the requirements of section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002.

There are four principles underlying the provisions on charging:

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that LAs and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. That LAs and schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Charges cannot be made for

The Governing Body of the School recognises that 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 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.

- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits if the pupil is being prepared for the re-sit 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 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 or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for

The Governing Body of the School recognises that charges can be made for the following;

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam
- Examination fees for subsequent re-sits, following two failures to meet target grade
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Any extended school activity

- Damage/vandalism/loss to and of school property
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy)

Remission

The Governing Body of the School recognises that children whose parents are in receipt of the following support payments will, on addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit
- Guarantee element of State Pension Credit
- An income related employment and support allowance.

Voluntary Contributions

The school will ask for voluntary contributions towards the cost of school time activities to assist with funding, subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable then the activity will be cancelled.

The school ensures that all requests for financial contributions from parents are clearly stated as voluntary in nature

The school explains at the planning stage or any event that this particular activity may not take place without some sufficient financial help from parents.

The Local Authority is required to produce a policy on charging and the governors of the school have also to state their policy, which may be more or less generous than the LA policy providing they meet the requirements of the law

1. The LA Policy and Action required by Governors.

The LA recognises that there are a number of activities which will only take place if parental contributions are available but it stresses that no child should be excluded from any activity organised by the school because of the inability or unwillingness of their parents to pay such a contribution.

School Action: *The Governing Body of Heamoor CP School supports this principle but must emphasise that lack of collective commitment by parents/carers to activities requiring parental contributions will impact on their viability.*

2. Optional visits wholly or mainly outside school hours.

It is the intention of the LA to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals and, if desired, a sum of money to enable some pupils to go on the visit without payment, or to cover teachers' travel costs, where a separate contract is issued.

School Action: *We provide no visits or activities at present which take place wholly or mainly outside of school hours.*

3. Visits wholly or mainly during school hours.

It is the intention of the LA to invite voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.

School Action: *Visits during school hours will only proceed if all those who wish to go are willing to make a voluntary contribution. The school is not in a financial situation to be able to set aside monies to cover the cost for those parents who wish their child to go on the visit but who are unable or unwilling to make a voluntary contribution. Non payment may have an impact on the viability of the visit. Parents of children receiving free school meals will be asked to pay a contribution for the visit and any parent who is concerned about finance will be invited to discuss the matter with the headteacher. Instalment payments will be accepted and payment cards made available.*

4. Board and lodging charges on residential visits.

It is the intention of the LA to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours, or if out of school hours, provided as part of the syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

Where the parents are in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £15,575), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance, the board and lodging charges must be remitted, and this cost will have to be met from within the school's funds i.e., for educational activities the

subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities).

School Action: *The Governing Body of Heamoor CP School recognises that the costs of transport, insurance, admission charges, etc. incurred during residential trips may not be charged but voluntary contributions will be requested and are a necessary prerequisite for the visit taking place. The school is not in a financial situation to be able to set aside monies to cover the cost for those parents who wish their child to go on the visit but who are unable or unwilling to make a voluntary contribution. Lack of sufficient parental contributions may lead to certain visits becoming unviable.*

5. Individual tuition in the playing of a musical instrument.

It is not the intention of the LA to charge for such tuition where it is provided by LA employed schools' staff, whether in or out of school hours. However where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge may be made to pupils concerned.

School Action: *At Heamoor CP School individual & group music tuition is provided by external agencies and a charge is made for all pupils concerned. Class recorder tuition is provided by the school at no charge.*

6. Charges for swimming tuition.

It is not the intention of the LA to charge for such tuition where it is provided by LA employed schools' staff, whether in or out of school hours. However where tuition activities are provided by external agencies and peripatetic teachers a charge may be made to pupils concerned.

School Action: *At Heamoor CP School swimming tuition is provided by external agencies and a charge is made for all pupils concerned to cover the cost of this tuition and school transport. The school will set aside monies as part of the annual budget to reflect the fact that swimming is part of the requirements of the national curriculum. The overall cost of swimming tuition to the school will be reviewed annually.*

7. Re-sits of prescribed public examinations where no further preparation has been provided by the school.

It is the intention of the LA to charge the full cost of the re-sit.

School Action: *This charge is not applicable at Heamoor CP School.*

8. Entry to examinations which are not prescribed in regulations issued by the Secretary of State.

School Action: *This charge is not applicable at Heamoor CP School.*

9. Charges for ingredients, materials and equipment.

Schools must be prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash, or in kind, can be encouraged to do so on a voluntary basis.

School Action: *Heamoor CP School may make an occasional charge for, or invite parents to supply, ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product e.g. DT product, cooking activity, clay work.*

10. Charges for breakages and damage to property.

There is nothing to prevent schools from asking parents to pay for damage to equipment or property caused by their child and governing bodies are advised to include their policy on such matters in their discipline codes so that parents and pupils know where they stand.

School Action: *A charge will be made if the damage is the result of direct disobedience, misbehaviour or malice. Purely accidental damage will not be charged for but if parents/children wish to make a contribution it will be welcomed.*

11. Recovery of unpaid school meals.

Sums payable by parents for school meals are recoverable as civil debts.

School Action: *The governors of Heamoor CP School will wish to balance the cost of recovering such charges in this way against the sums involved. Where a parent/carer repeatedly and/or consistently fails to pay for an accumulated school meals debt, any further school meals will not be provided. Where a child in that family is sent to school with no packed lunch, a basic school meal will be provided (a sandwich, a piece of fruit & a glass of water. The school will endeavour to inform the parent(s) of this action and a payment slip will be sent home.*

Communications with parents

The LA has provided schools examples of 3 model letters and one additional contract for teachers, which are recommended for use when advising parents about school visits and engaging teachers to provide supervision. The wording will naturally change if governors adopt a policy of meeting the cost of visits for pupils whose parents are unable or unwilling to make a voluntary payment and which could not otherwise proceed (i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities)).

The cost of providing for pupils who choose not to go on a visit which takes place partly in school time must be met by the school or be included in the voluntary payment by

parents of children participating in the visit and may be included as part of a charge for board and lodging.

Monitoring & Evaluation: The Governing Body of Heamoor CP School will request an annual Charging Report from our education accountant. The information within this report will be used to review and revise, where necessary, our Charging Policy and its effectiveness.

Definitions.

The most important definition concerns whether an activity takes places within, or out of, school hours.

If the number of school sessions missed by the pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours.

Numbers of half days, or of school sessions, are to be rounded up as follows:

Where 6 or more hours in a half day is spent on a residential visit the whole of that half day counts as having been spent on the visit; where half or more of a school session is devoted to a residential visit the entire session counts as having been spent on the visit.

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