

A decorative graphic on the right side of the page featuring three blue circles of varying sizes and two thin blue lines. One line starts from the top left and extends diagonally towards the middle right, passing near the top and middle circles. Another line starts from the top right and extends diagonally towards the bottom right, passing near the bottom circle.

# **Whartons Primary School Charging & Remissions Policy**

**Date of Policy:** Sept 2015

**Member(s) of staff  
Responsible:** Julia Dickson

**Review Date:** Sept 2017.....

## **Rationale/ Background/Context:**

### **Aims:**

**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.**

### **Responsibilities :**

**The Governing Body of The Whartons are responsible for determining the content of this policy and The headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.**

### **Charges cannot be made for .....**

**The Governing Body of the School recognise 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 resits if the pupil is being prepared for the resit 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 .....**

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. ***Charges may be made for instrument and vocal tuition, subject to the parent/carer requesting the tuition, for groups of any size provided that the teaching is not part of either the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school. (This is a change to the previous situation where groups of 4 or more could not be charged for this tuition. This change came into force on 1 September 2007.)***

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

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)

*Any charges made must not result in a net surplus or "profit".*

*Children in care who wish to have specialist vocal or instrumental tuition during school hours will be entitled to free tuition.*

## **Voluntary contributions**

The restrictions on charging for school activities, some of which are detailed above, do not prohibit or restrict schools from seeking voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential.

Contributions must be genuinely voluntary and the terms of any request inviting parents to make a contribution must make it clear that there is no obligation to contribute and that 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.

If the activity cannot be funded without voluntary contribution, the governing body or headteacher must make this clear to parents at the outset. An initial letter should explain the nature of the proposed activity and its likely educational value. It should then indicate the contribution per pupil which is required for the activity to take place.

It should emphasise that there is no obligation to contribute and that no pupil will be omitted from the activity because his or her parents are unwilling or unable to contribute, but it should be made equally clear that the activity will not take place if parents are reluctant to support it.

There is no limit to the level of voluntary contributions which parents or others can make to school activities, nor is any restriction placed upon the use which can be made of such contributions. A request for a contribution towards the cost of a particular activity could, for example, include the cost of subsidising pupils from low income families, or the cost of travel for accompanying teachers. Alternatively, parents could be asked to contribute towards part of the cost at the time of the visit or activity, and the rest could be met from the proceeds of general fund-raising events held in recent months. As a matter of good practice schools should outline in their charging policy how any excess contributions will be used.

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

- A) School visits out – cost of trip divided by the number of pupils in the class.
- B) Visitors into school – cost of visitor divided by number of pupils in class.
- C) Parents Association activities

**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 and whose annual income (as assessed by the Inland Revenue) does not exceed £16190 for 2010-2011 (in respect of this item account will need to be taken of any revision to the amount)

Guarantee element of State Pension Credit

An income related employment and support allowance.

(For any other charges which are to be made the policy must set out below the remissions which will apply to each charge. If charges are not to be made the corresponding remission will not exist)

## **School Meals**

Where a school has a delegated budget for meals the governing body takes on the responsibility for their provision. Subject to meeting the Nutritional Standards Regulations, the governing body decides the content, presentation, and cost of school food, sets the standard meals allowance for those entitled to free meals. The power to charge for the provision of School Meals is separate from the regulations covering Charging Policies. Whilst there is no requirement to include reference to Charges for School Meals within a Charging Policy Governing Bodies should put in place procedures to review, set, and communicate charges for school meals to parents.

The Dinner Money Collector will publish annually the price to be charged for school meals.

For 2015-16 the cost of school meals for children in Reception to Year 2 is covered by Universal Free School Meals initiative (UFSM), and for those in Year 3 to 6 the cost is £3.40 per meal.

## **Extended Services**

Governing Bodies are able to provide extended services under two separate sets of regulations.

### **1. Purposes of the School**

Where extended services activity is expected to provide an educational benefit to pupils it comes under the general definition of 'purposes of the school'. Where such activity is undertaken it must be covered by the School Charging Policy before a charge may be made. Any extended services activity that is for 'purposes of the school' can be funded or subsidised from the school budget share. The Whartons After School Club has it's own Charging Policy.

### **2. Community Facilities Powers**

Under Section 27 of the Education Act 2002, governing bodies of maintained schools have the power to provide community facilities for the benefit of families of pupils at the school, or people who work in the locality in which the school is situated. This includes childcare.

Specifically, the Act;

Provides flexibility for governing bodies to enter into agreements with other partners to provide services on school premises

Enables governing bodies to charge for some services

Community activities must (at least) be self-financing, either through alternative funding streams or charges to users. Schools can use the School Standards Grant and certain other grant funding to subsidise community activities but may not use the school's delegated budget share.

Children, their parents, adults, families, clubs and businesses can be charged for participation in community activities or services arranged by the school, as long as the governing body have drawn up a statement of general policy on charging.

**Any surplus funds generated by any charges levied must be used to finance further community activities or transferred into the school's budget share.**

**In deciding the level of any charges to be made in respect of extended school activities schools will need to take account of the fact that many facilities, equipment and staff may be being shared. All costs will need to be fairly apportioned between the school's delegated budget and the extended school budget. It may be necessary to estimate the different levels of use by the school and other groups. The following costs will need to be covered;**

Heating and lighting  
Water costs  
Equipment and materials  
Refreshments

Staffing  
Cleaning  
Maintenance  
Wear and Tear

A donation is made from The After School Club for such costs on an annual basis.

### **Programme management and administrative support**

Some schools may wish to encourage activities and services that they consider a priority, but which might not be self-financing. Activities and services that generate income can be used to help support other programmes. Equally, charges can be subsidised for individual users of services who might be unable to pay to participate, but who could benefit from the activity or service. The granting of any such subsidy should be clearly set out in the school's remission policy forming part of the school's charging policy.