

# Charging and Remissions Policy

## Stoneydelph Primary School

June 2022

Review: June 2024



## **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.

### **Legislation and Guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. 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.

### **Voluntary Contributions for Activities as Part of the Curriculum**

When arranging school trips, visits or workshop activities, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary, however we reserve the right to cancel the activity if we do not receive sufficient voluntary contributions. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. However, the school reserves the right to cancel trips / events should they become financially unviable. If appropriate and funds allow, the school may pay a proportion of the costs in order to support a visit. The school is always willing to provide a breakdown of costs on request. When a trip is arranged, parents will be informed that if voluntary contributions do not cover the majority of the costs (90%), the trip will not take place.

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

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.

### **Voluntary Contributions for Activities outside of the Curriculum**

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Sporting activities which require transport expenses before/after school
- Outdoor adventure activities before/after school
- Visits to the theatre before/after school
- School trips abroad before/after school
- Music Events before/after school

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir are also without charge. There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid to the external music services which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We give parents information about additional music tuition at the start of each academic year. If payments are not received, parents will be asked to consider if they wish to continue with lessons and make up back payments. The school cannot subsidise continual non-payment for music lessons and if contributions are not forthcoming, the school reserves the right to stop lessons. Payment must be made upfront otherwise your child will not take part in the lessons.

### **Optional Extra Activities - Chargable**

Activities which take place wholly or mainly outside school hours and are not required in order to fulfill statutory duties relating to the National Curriculum or to Religious Education. Charges to parents for after school activities are based on costs incurred to the school to run the club and are not profitable. It is the Governors policy to charge for activities organised by the school but provided by outside bodies. The basis for calculating the charge will be proportionate for each participating pupil for travel, board and lodging, materials, books, equipment, entrance fees and insurance.

### **Activities Not Run by the School**

When organisation acting independently of the school arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

### **Residential Visits**

The cost of residential visits includes boards and lodgings, transport, materials, entrance to any sites visited and charges for any activities to be experienced. Residential visits are subsidised by school from the budget so parents will pay a lower cost. These costs will be charged for to ensure costs are covered. 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 discreetly and in confidence by the Headteacher. Parents will be given the option of a payment plan to spread the costs of the residential visit, a reduced payment or completely free visit at the discretion of the Headteacher and subject to available funds.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc needed for practical subjects such as food technology or DT is budgeted for and bought by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries.

## **Breakages and Fines**

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

- Broken windows
- Defaced, damaged or lost items
- Replacement reading or homework 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 to support a child with special needs, resources will be made available from Statement or special needs budget.

## **Payment Arrangements**

Parents may contact the Headteacher or Administrator in confidence to discuss difficulties in making payments. Individual arrangement will be made, including payments spread over a longer period of time, to ensure that no child is personalised due to financial hardship.

## **Charges**

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 - From September 2022**

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.

Session costs

Morning session 8.45am-11.45am - £14.00

Afternoon session 12.15pm-3.15pm - £14.00

Lunchtime 11.45am-12.15pm - £2.50 with own packed lunch

Charges for absences and holidays taken during term time will be charged at full price.

## **Breakfast Club and After-School Club**

These are the hours and charges from September 2022

There are no remissions with Breakfast or After-School Club

Breakfast Club: From 7.40am £4.50 per session (including breakfast)

From 8.15am £2.00 per session (breakfast not included)

After School Club: Collection up till 5.30pm £6.00 (includes snacks and drinks)

Seven days notice is required for cancelled sessions otherwise full charges still apply.

### **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 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.

Date of Policy approval: June 2022  
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Policy approved By E May 15/06/22