



CHARGING AND REMISSIONS POLICY

March 2024

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 Governors are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher.

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.
- These charges apply to all the school sites.

Prohibition of Charges

The Governors 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;
- 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 school's 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)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument
- (d) costs of non-prescribed examinations where no further preparation has been provided by the school
- (e) any other education, transport or examination fee unless charges are specifically prohibited
- (f) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (g) extra-curricular activities and school clubs
- (h) letting of the school premises or grounds
- (i) extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (j) charges for materials or ingredients where the pupils wish to have the finished product.

Consideration also needs to be given 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 should at least cover the cost, including services (heat and light), staffing (security, caretaking and cleaning), administration, wear and tear (sinking fund).

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the partial remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

- (a) Income Support;
- (b) Income Based Jobseeker's Allowance;
- (c) Support under part VI of the Immigration and Asylum Act 1999;

- (d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed a certain amount as stated on the HMRC website.

Voluntary Contribution

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

- (a) Entry fees and transport costs for educational trips, theatre visits etc
(b) Charges made by visiting specialists (musicians, artists etc)

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 Headteacher.

This policy will be reviewed annually.

Charges from March 2024

(a) School Activities

- Residential visits– charges notified each year.
- Breakfast Club Daily Rate – there is a £2.00 charge per child for breakfast and child care
- Reception Class milk for over 5's - £4.00 per half term.

(c) Additional Childcare Costs

- For nursery children staying in school during the lunchtime, there will be a charge of £3 per lunchtime per child for childcare costs. This will apply to those who are in nursery for 30 hours of provision, those doing block attendance and anyone booking into additional sessions which covers lunchtime. Those taking a school meal alongside their childcare will be charged at £5 per lunchtime.
- For children who have not been collected by their parents at the end of the school day or after a club or trip, there will be a childcare charge. This will apply to those not collected 15 minutes after the end of school/the club/trip. It will apply to each child looked after and will double if a further half an hour elapses, and for any subsequent half hours. The charge is **£6** for the first 15 minutes.
- For nursery children the charge will apply for collection ten minutes after the end of the session.

(d) Letting Fees

- Hall **or** Gym **or** Library - £15.00 per hour before 6.00 p.m. (term time) / £22.50 per hour after 6.00 p.m.
- Grounds (Orchard) - £15 per hour for training sessions only.
- Grounds (Victoria Road) - £15 per hour
- Classroom / Nursery - £10.00 per hour before 6.00 p.m. (term time) / £17.50 per

hour after 6.00 p.m.

- Fees include the cost of caretaker on site, use of toilets, cleaning, heat and light.
- Lettings for use of the nursery for election hire will be charged at cost.

(d) **Private Telephone calls**

Calls 25p / Calls to mobiles 50p (no international calls)

(e) **Private Photocopying**

Black and white A4 per sheet 15p/A3 per sheet 20p

Colour A4 per sheet 20p/A3 per sheet 30p

(f) **Additional Administration**

- Passports. There will be a charge of £12 per passport for anyone wishing the Headteacher to countersign passport documentation.
- Letters of Attendance for organisations such as the Home Office, Solicitors, and the Job Centre will incur a charge of £10 per letter.

(g) **Data Protection Act 1998 / Freedom of Information Act 2000**

- The maximum charge for requests for information under the Data Protection Act is £10.
- Requests for information under the Freedom of Information Act are usually free of charge. However, the Governors may charge a fee for the cost of locating, retrieving and extracting the information up to a maximum of £450 (which is determined by any one person carrying out 18 hours of work at a set charge of £25 per hour). Reasonable charges may also be made for disbursements (eg photocopying and postage).