

Ladywood Primary School



Charging & Remissions Policy

Updated November 2017

Introduction/Aim

This policy has been formulated in accordance with LA guidance on charging for school activities.

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

Responsibilities

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

Prohibition of Charges

The Governing Body of the school recognises 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 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-sit(s) if the pupil is being prepared for the re-sit(s) 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 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.

Public Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges – Pupil Activities

The governing body intends to make a charge for:

- (a) board and lodging on residential visits (not to exceed the actual 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) pupils' travel cost;
 - (ii) materials and equipment;
 - (iii) entrance fees to museums, theatres etc;
 - (vi) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) extra-curricular activities or after school clubs, charges may be made where an external provider is used

Any charge in respect of individual pupils not to exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Charges – Other School Activities

The school may enter into contracts/agreements with other schools to procure goods/services in order to achieve best value or to most effectively meet the needs of the school and its pupils.

Where such arrangements are made, the details of any charges to be made will be formally recorded e.g. in Collaboration meeting minutes, Governing Body meeting minutes.

An official invoice will be raised using the schools finance management system (FMS) for all charges to be made to other schools, payment to other schools will only be made on receipt of an official invoice. See schools Finance Policy & Procedures.

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 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 The Inland Revenue) does not exceed the prescribed amount for the financial year to which this policy applies;
- (e) the guaranteed element of State Pension Credit.

In respect of (d) above account will be taken of any revision to the amount as advised by the Authority.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for all or some of the following:

- a) travel
- b) materials and equipment
- c) entrance fees

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;
- 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;
- c) that the activity cannot be funded without voluntary contributions and that if insufficient voluntary contributions are raised to fund an activity, the activity will have to be cancelled. The decision as to the financial viability of an activity rests with the Governing Body and the Headteacher**

The responsibility for determining the level of voluntary contribution is delegated to the Governing Body and the Headteacher.

Voluntary contributions will be used to cover the actual costs incurred by the activity.

Refund of Voluntary Contributions

Taking into account that once voluntary contributions have been received to allow the trip/residential to take place, a firm coach booking is made and this will then include the pupil within the cost.

If a parent/guardian pays a voluntary contribution for a child and the child is then unable to go on the trip/residential due to unforeseen circumstances, the school will be unable to refund any part of the voluntary contribution that has already been spent or committed.

Signed by Chair of Governors: _____

Signed by the Headteacher: _____

Date: _____

Policy updated November 2017