

# Charging and Remission Policy



Approved by: .....Mr P Laws.....

(Mr Peter Laws, Chair)

On behalf of the Governing Body

**Date Approved:** 4<sup>th</sup> December 2019

**Review Date:** November 2021

# Dove Bank School

## 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. Guidance is based on the Education Act 1996: Sections 449-462.

### Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head Teacher (*and/or Governing Body*).

### 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

### Prohibition of Charges

Charging & Remission Policy next scheduled review November 2021

The Governing Body of the School 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 (Wider Opportunities);
- 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. re-sits for public 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, holiday clubs and integrated nursery provision
- j. charges for materials or ingredients where the pupils wish to have the finished product
- k. school dinners where the pupil is not entitled to FSM or UFSM

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 & light)
  - Staffing (security, caretaking & cleaning)
  - Administration
  - Wear & tear (sinking fund)

## **Payments**

Dove Bank Primary School is primarily a 'cashless' establishment. When new pupils enrol at the School, parents should either setup a new Parent Pay account or transfer their existing Parent Pay account.

Charges for breakfast club, school dinners and integrated care must be paid in advance and sufficient credit must be evident in their Parent Pay account prior to using these services. In the case of integrated care, payment must be for the full week.

## **Integrated Care**

For parents intending to use integrated care; following confirmation from our Doves Manager (Mrs Hewitt) parents should ensure payment in full is received by the Friday before the commencement of the following week. Failure to do so will result in suspension of integrated care (effective immediately) with the possibility of losing the placement permanently. Please note parents are required to give the school four weeks written notice if they no longer wish to access this service. Parents should also note payment will be due if your child is ill or you plan a 'leave of absence' such as holiday and you wish to resume this service on return. If parents require further confirmation of the terms of conditions for this service, they should speak to Mrs Hewitt or the Head teacher.

## **School Dinners**

Parents are encouraged to check regularly their accounts. When a parent wishes their child to have a school dinner they should ensure sufficient funds are in their account by 9am on the day a dinner is required. School will text parents if there are

insufficient funds requesting payment by 12pm. Failure to follow this procedure will result in the pupil receiving an emergency school lunch. A letter will be sent home informing the parent of this action. A record will be kept of all pupils who receive an 'emergency lunch' and the appropriate external agencies will be notified if this occurs on a frequent basis.

### **Breakfast Club**

Parents are encouraged to check they have sufficient funds in their Parent Pay accounts by 3pm the previous day they wish to use this service. Where this is not possible, payment **must** be made prior to the child attending and at the very latest payment can be made in cash on arrival. Failure to supply payment will result in a suspension of this service, until all arrears are paid in full.

### **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 'consideration' in respect of 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.
- Income Related Employment and Support Allowance - eligible for Child Tax Credit but not Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than **£16,190**.

Where the school is in receipt of pupil premium funding for individual pupils, those families will be supported by the school to ensure all children access the full range of curriculum and extra-curricular opportunities on offer, in order to support both the personal and academic development of pupils.

### **Voluntary Contribution**

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

- a) School Trips
- b) Visiting specialists such as theatre groups, artists

The terms of any request made to parents for a voluntary contribution, will in no way represent 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.

School reserves the right to cancel any trip/event where insufficient voluntary contributions have been received.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.