

CHARGING AND REMISSIONS POLICY

Codsall Middle School



**Charging and Remissions
Policy**

Currently under review 11th November 2016

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 the 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

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- Education provided during school hours at Codsall Middle School (including the supply of any materials, books, instruments or other equipment);
- 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 schools 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;

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) 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 and school clubs
- (g) Letting of the school premises or grounds
- (h) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (i) Charges for materials or ingredients where the pupils wish to have the finished product
- (j) A charge of £5.00 will be made for duplicate copies of academic school reports.

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)

Visits in school hours / term time

If an educational visit is to take place during this time it must be related directly to the normal school curriculum.

Day trip

This applies whether the activity is essential to the curriculum or is directly related. There may be occasions when a trip is broader educational benefit to a particular group but not specifically linked to the curriculum.

Ski Trip

Generally not affected by charging legislation – ie parents pay the full charges due to the fact that charges are levied by commercial organisations.

Outside of school hours / term time

As long as the activity is not essential to the curriculum, charges may be made:-

- in addition to any board and lodgings (if needed) and admission charges or entrance
- pupils' travel costs
- materials, books etc.
- insurance costs

This kind of activity is defined as an 'optional extra'

Instrumental Music Lessons

Codsall Middle School currently buys the service of the Peripatetic Instrumental Music Service provided by Staffordshire County Music Service.

Whilst the school absorbs a proportion of this cost, we do have to make a charge on lessons to recover some of the expense. This is done on an annual basis with fees payable over a 5 month period.

The Governors Finance Committee has confirmed that the yearly fee for the 2014/2015 year will be £200 per year.

Sales to pupils

The cost of sales to pupils of items made in school through school will not exceed the cost of materials. Prices for uniform items such as ties and badges are published annually.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, pupils will also be entitled to a £50 subsidy during the following residential school trips.

Year 5	Laches Wood Outdoor Educational Residential
Year 6	PGL visit to France
Year 7	Standon Bowers Outdoor Educational Residential
Year 8	Chasewater Outdoor Educational Residential.

The relevant support payments are:

- Income Support;
- Income Based Jobseeker's Allowance;
- Income Related Employment and Support Allowance;
- eligible for Child Tax Credit **but not** Working Tax Credit and the household income is not more than £16,190. **Please note:** anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify;
- The Guarantee element of State Pension Credit (from 30th April 2005);
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals until that time)
- Universal credit

Voluntary Contribution

The request (if genuinely voluntary) for contributions will make it clear that:-

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- 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.

However, we can say that the activity may not take place if there are not sufficient voluntary contributions and our letters to parents will include this clause.

The legislation does not in any way prohibit or restrict a school from seeking voluntary contributions for the benefit of the school in support of any school activity, whether during or outside school hours, residential or non-residential.

Also, there is no limit to the level of voluntary contributions which parents can make nor is there any restriction placed upon the use which can be made of such contributions.

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

- a) School trips
- b) The purchase of Design and Technology materials

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.

Date of Policy approval 4th February 2015

Date of Policy review 31st March 2016 (to coincide with the financial year)

Signed



Chair of Governors