

Charging and Remissions Policy

Meir Heath Academy



Approved by	Julian Spencer	Date 4.12.17
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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 is responsible for determining the content of the policy and the principal for implementation. Any determinations with respect to individual parents will be considered jointly by the principal (*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

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 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;
- 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 actual/planned costs e.g. trips abroad,
 - (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 (the children will pay instrument hire to the LA and the cost of lessons, based on average actual costs to the school)
- (d) re-sits for public examinations where no further preparation has been provided by the school (actual costs where school is required to pay)
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school (actual cost where school is required to pay)
- (f) any other education, transport or examination fee unless charges are specifically prohibited (actual cost)
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils will be considered on a case by case basis by the governors
- (h) extra-curricular activities and school clubs - to recoup necessary costs of consumable materials on occasion where the club is provided by the school

Where there are external providers, the provider should set and collect fees and pay a letting charge to the school.

- (i) Letting of the school premises or grounds –
 - (1) £10.10 per hour, with effect from September 1st 2015, during normal school opening hours (7.30am-6pm) to account for any caretaker support and wear and tear.
 - (2) Brownies to pay charge as identified by the Local Authority

(3) £7.50 per hour for evening and weekend activities for non-profit making, charitable purposes, for a minimum of four hours (as a rule there will be no evening or weekend lettings due to the impact upon the work/life balance of the caretaker – applications will be considered on a case by case basis by the Governors)

(4) £ 15.00 per hour for evening and weekend activities for profit making purposes, for a minimum of four hours (as a rule there will be no evening or weekend lettings due to the impact upon the work/life balance of the caretaker - applications will be considered on a case by case basis by the Governors)

(5) Parents association activities to fund raise for school – no charge

- (j) Extended school care activities such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision – this is currently provided by “Kids Aloud” and an hourly lettings charge is set annually by the Governors.
- (k) Charges for materials or ingredients where the pupils wish to have the finished product
- (l) Cost of transport to take part in work experience

Governors are also mindful that:

- The school seeks to recover all of the costs incurred where a charge is to be made;
- Any remission to extend beyond the statutory minimum will be decided on a case by case basis by the governors (applicants to write to principal in the first instance). Special consideration may be given to hardship cases not contained within the exemptions and this is to be determined by the governors
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey may mean a trip is 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 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)

Remissions

Where the governing body have determined to charge for board and lodging on a school trip:

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

Children who are in receipt of Free School Meals will, in addition to having a free lunch entitlement, will also be entitled to the remission of any charges made for any after school clubs run by the school

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

- a) Class trips and visits to support the curriculum
- b) Consumable resources for parents' activities **may** be charged to cover costs
- c) Visitors to school to support the curriculum e.g. "Owls and Hawks" "African Drummer" 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 principal.