
Charging and Remissions Policy

Autumn 2020

Summary

The aim of the policy is to set out what charges will be levied for activities, what charges will be implemented and the circumstances under which financial contributions will be requested from parents.

Author's Role	School Business Manager
Date	Autumn 2020
Internal Review Date	Autumn 2021
Official Review Date	Autumn 2021

Responsibilities

The Governing Body of the school is responsible for determining the content of this policy and the Headteacher for the implementation. Any determination with respect to individual parents will be considered by the Headteacher.

Equality & Inclusion

Fieldhead Carr Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

- Participate fully in school curriculum
- Contribute to all aspects of school life

These objectives inform education activities, whether in or outside of the school and are therefore integral to the process of charging for school activities and to the remission which is available to parents/carers who are on low income. We aim:

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take a place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

The development of a range of activities forms part of the school's entitlement curriculum. This forward planning process is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities.

It includes a number of key factors:

- The value of certain activities in relations to age/needs of pupils
- The cost of activity set against their educational value
- How the activity will be paid for
- The appropriate process for raising funding (if appropriate)
- An understanding of the various types of activities involved – for example, educational visits, music tuition, materials for practical work.
- An assessment of local facilities

No Charges will be made for:

The Governors recognise that **legislations** prohibits charges for the following:

- Education provided during school hours – incl the supply of materials, books, instruments or other equipment. This includes the cost of swimming tuition which is part of the National Curriculum
- Education provided outside of school hours which is part of the National Curriculum
- Tuition for pupils learning play musical instruments if the tuition is required as part of the National Curriculum
- The education provided on any trip taking place during school hours
- The education provided on any trip that takes place outside school hours if it is part of the National Curriculum
- 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 authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where governors or local education authority has arranged for pupils to be educated

Charges can be made for:

1. Board and lodging on residential visits. Pupils whose parents are in receipt of free school meals or if the pupil is on the PPG register will receive a standard % discount at the outset of arranging the visit.
2. The proportionate costs for an individual child related to activities wholly or mainly outside school hours (optional extras') to meet the costs for:
 - Travel
 - Materials and equipment
 - Entrance fees
 - Insurance costs
3. Vocal and musical instrument tuition where this is not a requirement within the National Curriculum.

4. Breakages and replacements as a result of lost property or damages caused wilfully or negligently by pupils
5. Extra-curricular activities and before or after school clubs
6. Any extended school activity including out of hours learning
7. Damage/Vandalism and **lost** to and of school property
8. Community Use/Lettings

Voluntary Contributions

When organising school trips, visitors or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. Parents will be invited to make a contribution for the following:

1. Entrance Fees for visits/trips during the school day
2. Transport costs for visits/trips during the school day
3. Workshop activities which enrich the curriculum
4. A visitor or educational experience in school

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

1. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request
2. The trip/visitor/workshop etc may not go ahead as planned if **insufficient** voluntary contributions are received.

The responsibility of determining the level of contribution is delegated to the Headteacher.

Charges for 'extras'

It is the governors' policy to charge for activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the national Curriculum or to Religious Education.

The basis for calculating the charge will be proportionate for each participating pupil. The charges will be set at a rate to cover the cost of the activity including transport but will not generate a profit.

The cost of ingredients, materials, equipment etc needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the products are to be owned and taken home by the children afterwards. Eg. Food products, models containing electrical equipment or batteries.

School Milk/Meals

The school will publish annually the price to be charged for school meals and school milk. Pupils who are entitled to free school meals will not be charged for meals. Children entitled to free school meals who are in FS or KS1 will receive milk free of charge.

Remission Policy

In order to remove financial barriers from disadvantaged pupils, governors have agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances. For pupils eligible for Pupil premium funding, charges will be reduced or waived depending on the nature and cost of activity or visit. In additional children whose parents are in receipt of pupil premium funding will be entitled to the remission of charges for boards and lodgings on a residential visit.

Additional Considerations

Governors recognise the responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end **we will expect the school** to try to adhere to the following guidelines:

1. Where possible we **will expect the school to** publish a list of visits and their approximate costs as early as possible in the term which it will take place.
2. We will **expect the school to** set up every payment on parent pay allowing instalment payments to help parents budget
3. We acknowledge that offering opportunities on a first pay first served basis discriminates against pupils from families on lower incomes and we would avoid that method of selection.
4. Monthly invoices are raised for both extended services and are paid in advance, places will be withdrawn if account is not paid or parents break 'payment agreement plans'.

5. The school shares the Ofsted registration number for parents to use when applying for financial assistance with child care costs via tax credits
6. The school accepts payments for childcare using childcare vouchers, allowing parents to purchase tax deductible vouchers via their employer

Current set prices:

Lettings:

- a. Classrooms £ 20.00 per hour
- b. Halls £20.00 per hour
- c. Fields £8.00 per hour

Meals & Milk

- a. Milk £8.00 per term
- b. Meals £2.40 per day

School Club and wrap-a-round nursery

- a. AM session - £4.70
- b. PM SESSION - £8.75
- c. Full day holidays - £26.00
- d. Nursery lunch session - £4.00
- e. Nursery half day incl lunch £14.85
- f. Nursery full day incl lunch £27.50

Policy reviewed Sept 2020