

# Steeton Primary School



## Charging & Remissions Policy 2016

**05-065**

<b>Drafted</b> October 2016	<b>Ratified by Governing Body</b>	<b>Planned date of review</b> October 2018
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	<b>Print name</b>	<b>Signature</b>	<b>Date</b>
<b>Head Teacher</b>	Mr J Cooper		
<b>On behalf of Governing Body</b>	Mr M Cant		

## 1 Introduction

The Governors believe that children's access to activities offered in school should not be dependent on the parents' ability to pay. Governors have the discretion to charge for some activities provided wholly or mainly out of school hours in line with the following:-

- no charge for education provided during school hours
- parents on low incomes and in receipt of relevant benefits are informed of the support available to them

The Governors invite voluntary contributions to support any activity organised by the school, which is during or outside school hours. In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the Department for Education (DfE).

## 2 Aim

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

## 3 Roles & Responsibilities

The Headteacher is responsible for implementation and publication of the policy; authorisation of remission of charges for individual families will be made by the Headteacher

## 4 Legal Framework

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- DfE (2014) 'Charging for School Activities'
- DfE (2015) 'Governor's Handbook'

## 5 Implementation

We may ask for voluntary contributions towards the cost of school activities or educational visits. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents where assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity.

If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

If a child is unable to take part in a school activity, for which voluntary contributions have been requested, due to proven sickness or difficult circumstances, then a refund will be considered.

All external tutors/private individuals are subject to an enhanced CRB check.

### Residential Trips

Key Stage 2 children go on residential visits to places of a reasonable cost where they can experience a whole range of educational activities we cannot offer in school. The social learning aspects of these occasions are of equal importance. Staff spend a great deal of time preparing for and organising these visits in their own time.

The anticipated cost of the visit is divided equally among the children. The board and lodging cost is separated from the additional activities, entrance fees, insurance and transport, and charges must not exceed actual cost of providing board & lodging for that pupil. Parents with children registered for Pupil Premium funding may be subsidised by 'School Fund'.

Arrangements can be made for parents to pay in instalments to spread the cost to them. VAT can be re-claimed on some aspects of the visit and the benefits will be passed on to parents.

### Non-residential trips

A proportion of the cost of the visit is requested as a voluntary contribution. Parents are advised their child will not be treated differently if no contribution is made. If not enough contributions are received, then the trip will not go ahead. The cost will cover travel, insurance, employment of non-teaching staff and entrance fees. Refunds for absence will be by negotiation with the Headteacher.

No charge will be made to any students for alternative provision, if not participating in the visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of the optional extra.

### Broken windows, equipment, books

Wilful damage or breakages that are caused by inappropriate behaviour must be paid for by the child/parent. Loss of school books will incur a replacement cost.

### Musical Instrument Tuition

All children study music as part of the normal school curriculum. There is no charge for this.

In line with the Charges for Music Tuition (England) Regulations 2007, there is a charge for individual or group vocal or instrumental tuition, if this is not part of the National Curriculum, even if such tuition takes place during school hours. Peripatetic or external, independent music teachers teach individual or small group lessons, and make a charge for these lessons. Guitar and Keyboard are an example of this tuition. We give parents information about additional music tuition available at the start of each academic year, and parental agreement is obtained before the tuition is provided. Tutors are provided by the Music and Arts Service, Bradford Metropolitan Borough Council.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Some instruments may be loaned free of charge.

### Artwork, Design & Technology projects, cookery, fabric work

No charge is made for any of these materials or ingredients, which are taken home. The cost is covered by Curriculum within the school budget.

### Incidentals to the provision of education

Children like to bring their own equipment, pencils, erasers, rulers, coloured felt tips, etc. in Year 5/6. Parents are invited to provide their children with these basic items. This is encouraged so that children develop organisational skills, which are so essential in school life. However, school does provide a whole range of basic classroom equipment for all children.

### Private Individuals

Private individuals may be invited to lead dance, drama or sports activities. A small nominal charge will be made to all children (except those in receipt of Free School Meals) taking part to cover some of the costs.

### Swimming Lessons

No charge is made for the transport to and from the swimming pool or for tuition or rental fee for the pool. This is considered part of the curriculum and is funded from the school budget for Y5 & Y6 students.

### Transport to events

The community minibus is used for football tournaments and running events. A small charge will be made to all children (except those in receipt of Free School Meals) taking part to cover some of the costs.

## 6 Remission of charges

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them. The policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

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 for residential school trips taking place within school hours.

The relevant support payments are:

- i. Income support (IS);
- ii. Income based Jobseeker's Allowance (IBJSA);
- iii. Support under part VI of the Immigration and Asylum Act 1999;
- iv. Child Tax Credit, provided that Working Tax Credit is NOT also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2012/13);
- v. The guarantee
- vi. element of State Pension Credit; and
- vii. An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008.

## 7 Other charges

### Costs of Freedom of Information Requests

The school may make a charge for the provision of information, dependent upon the following:

Should the information requested contain the educational record then the amount charged will be dependent upon the number of pages provided.

Should the information requested be personal information that does not include any information contained within educational records the school will charge a fee of £10 to provide it.

If the information requested is only the educational record viewing will be free, but a charge not exceeding the cost of copying the information may be made

For further information , please see the school's Data Protection Policy.

### Private Reports

Any report or data that is requested on a child for the purpose of a third party private assessment, requested by a parent (eg. for solicitors) will be charged at an agreed rate by the Headteacher in discussion with the Chair or Vice-Chair of Governors. This rate will include a cost for collating the relevant information, as well as photocopying charges and postage.