Barlaston C.E.(VC) First School

"Let Your Light Shine"

Charges and Remissions Policy

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Our Mission Statement

"This school is a place of learning, friendship and fun, in a context of Christian values and ethos.
Where each person is uniquely valued and their gifts and potential are nurtured and developed"

Equality Statement

The school is committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

Dyslexia Statement

To ensure that children on the dyslexic spectrum have equal opportunities and that their diverse strengths are celebrated and built on.

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 by the head teacher

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;
- 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

(It will be necessary to determine, where applicable, for each of the following whether the governing body intends to make a charge and how much the charge should be).

(a) board and lodging on residential visits (not to exceed the costs) The cost is set by the residential centres. Should a child be in receipt of FSM, the costs will be met for their residential from pupil premium funding

(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) entrance fees
(iv) insurance costs
(v) Except for FSM children, see section (a)

(c) any other education, transport or examination fee unless charges are specifically prohibited- where applicable

(d) breakages and replacements as a result of damages caused wilfully or negligently by pupils – this is at the discretion of the head teacher

(e) extra-curricular activities and school clubs –this is at the discretion of the head teacher

(f) Letting of the school premises or grounds. A sliding scale is operated in school. This starts at £10 an hour (+VAT if applicable)

(g) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision

(h) Charges for materials or ingredients where the pupils wish to have the finished product - at discretion of the head teacher

All the following will be at the discretion of the Head Teacher:

- 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)

Remissions

(Where the governing body have determined to charge for board and lodging on a school trip the following paragraph must be included).

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 and whose annual income (as assessed by HMRC) does not exceed £15,575 (Financial Year 08/09).

(For any other charges which are to be made the policy must set out below the remissions which will apply to each charge. If charges are not to be made the corresponding remission does not exist).

Voluntary Contribution

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

a) transport for school trips

b) school trip
c) visiting workshop to school
d) Residential visits

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 head teacher.

Date of Policy approval Jan 14

Date of Policy review Jan 15

Policy approved

Chairperson