

Charging and Remissions Policy

Date	Review Date	Coordinator	Nominated Governor
July 2020	July 2021	Bursar	Leadership and Management

Aims

To set out what charges will be levied for:

- school activities
- external lettings
- extended school provision
- Implementation of remissions
- Set out the circumstances under which voluntary contributions will be requested from parents/carers

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- a duty to determine the content of the policy
- delegate to the Head teacher the responsibility for implementation

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

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy
- work closely with the Leadership and Management Committee
- provide leadership and vision in respect of equality
- provide guidance, support and training to all staff
- monitor the effectiveness of this policy

Longwood Primary School

- annually report to the Governing Body on the success and development of this policy

Role of the Leadership and Management Committee

The Leadership and Management Committee will ensure 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

Role of School Bursar

School Bursar will be responsible for ensuring that charges:

- comply with all aspects of this policy
 - board and lodging on residential visits (not to exceed the centre costs)
 - the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance costs
- individual or group tuition in the playing of a musical instrument

Longwood Primary School

- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs – variable charges according to external agencies leading the activity such as wake and shake breakfast club, selected afterschool activity club e.g. art club
- Letting of the school premises or grounds
- Charges for materials or ingredients where the pupils wish to have the finished product

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)

School Bursar will be responsible for ensuring that 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:

- Income Support
- Income Based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit
- Working Tax Credit

School Bursar will be responsible for ensuring that parents/carers will be invited to make a voluntary contribution for the following:

- school trips and travel expenses therein:
- specified classroom events/activities

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 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.

Longwood Primary School

The costs of any optional extra undertaken by any pupil whose parents/carers 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.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- implement the school's equal opportunities policy
- report and deal with all incidents of discrimination
- attend appropriate training sessions
- report any concerns they have on any aspect of the school community

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy

Raising Awareness of this Policy

We will raise awareness of this policy via:

- Prospectus
- Website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as newsletters
- Headteacher reports to the Governing Body

Training

The School Admin Team will receive periodic training so that they are kept up to date with new information.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the Leadership and Management Committee. A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Longwood Primary School

Headteacher:	Mrs Pauline James	Date:	July 2020
Chair of Governing Body:		Date:	